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LIBRARY
BINDERS

MINUTES OF A MEETING

OF THE BUDGET COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 3, 1952

A meeting of the Budget Committee of the Library Board was held on June 3, 1952, at 4:00 p.m. in the Board Room of the library for the purpose of considering and recommending to the Library Board the library's budget for the fiscal year 1952/53.

The following members of the committee were present: Mr Dickinson, chairman, Mr Flinn, Mr Hanson, Colonel Phillips. Judge Hudson was absent. Mr Ray, President, also attended. Mr Dickinson presided. The librarian acted as secretary and reported that a quorum was present.

Copies of the proposed budget had been sent to all members attending the meeting.

The chairman presented a proposed budget of $152,861.55, a copy of which is appended hereto. Discussion followed during which the following points were brought out:

1. Need for a head janitor who can take over more responsibility and initiative for building maintenance; the salary necessary to secure such a man; the immediate need for his employment.

2. Need for book cleaning on a regular and more adequate basis, not possible with present building staff.

3. An order from the West Virginia Department of Labor dated April 7, 1952 to install safety belt anchors for window cleaners.

4. Need for repairing and painting of windows, sash and sills.

5. Need for enlarged telephone service inside and outside of building.

6. The probable amount of money available for the 1952/53 budget.

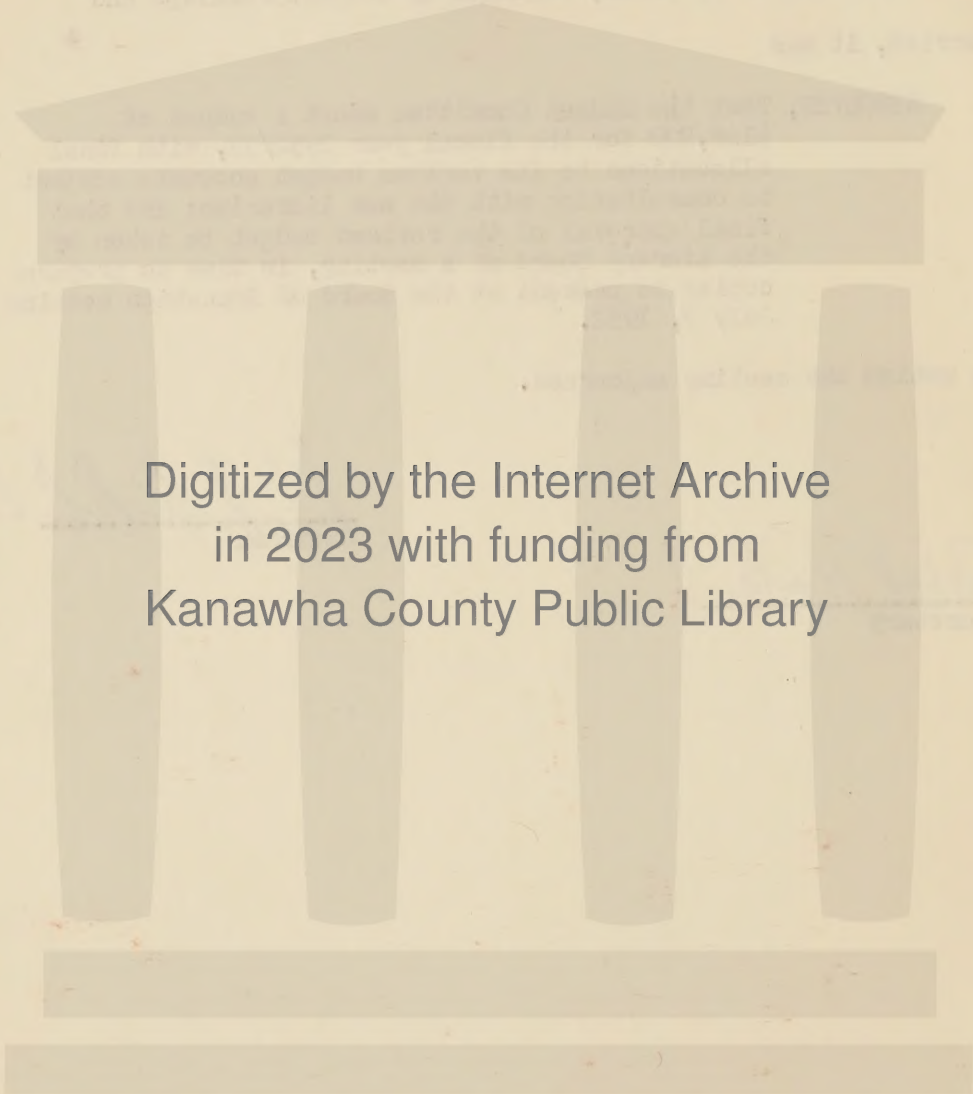
On motion of Mr Flinn, seconded by Colonel Phillips and carried, it was

RESOLVED, That the Budget Committee adopt a budget of $148,000 for the fiscal year 1952/53, with final allocations to its various budget accounts subject to consultation with the new librarian; and that final approval of the revised budget be taken by the Library Board at a meeting, in time to prepare copies to present at the Board of Education meeting July 7, 1952.

On motion the meeting adjourned.

Chairman

Secretary



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KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1952/53

		1952/53	1951/52
1. Salaries		$94,249.80	$84,577.00
2. Books, Periodicals, Binding			
.1 Books, etc.		22,000.00	24,800.00
.2 Periodicals		2,000.00	2,200.00
.3 Binding		7,000.00	3,450.00
	Subtotal	$31,000.00	$30,450.00
3. Supplies - library and office		$ 3,000.00	$ 3,000.00
4. Furniture and Equipment		$ 2,000.00	$ 2,000.00
5. Maintenance			
.1 Service Contracts		$ 1,199.00	$ 975.00
.2 Repairs		2,090.00	1,200.00
.3 Building Supplies		1,000.00	1,000.00
.4 Supplementary projects		4,320.00	1,025.00
	Subtotal	$ 8,609.00	$ 4,200.00
6. Utilities			
Electricity		$ 2,250.00	$ 2,150.00
Gas		850.00	950.00
Telephone		1,525.00	600.00
Water		200.00	200.00
	Subtotal	$ 4,825.00	$ 4,200.00
7. Insurance		$ 1,159.29	$ 1,159.29
8. Unclassified			
Printing		$ 425.00	$ 425.00
Travel and conference fees		375.00	300.00
Memberships		55.00	40.00
Contingent		100.00	200.00
	Subtotal	$ 955.00	$ 965.00
	Total Main Library	$145,797.09	$130,251.29
9. Garnet Branch		7,064.46	7,721.60
	GRAND TOTAL	$152,861.55	$137,972.89

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 6, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 6, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr Cook, Chairman Pro tem
Mr Dickinson
Mr Hanson
Dr Pianfetti
Dr Riggleman

In the absence of the president and vice-president, Dr Cook was elected to chair the meeting. The librarian acted as secretary and reported that a quorum was present.

The minutes of the meetings on May 2, 1952 and May 16, 1952 were approved.

Librarian's Monthly Report. The librarian presented his report covering the month of May which report was accepted and ordered filed,and the librarian was directed to publish such parts as he might deem desirable.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 290 and 291). A motion by Mr Hanson, seconded by Mr Pianfetti approving the bills and directing their transmittal to the Board of Education for payment was adopted.

Superintendent of Building and Grounds. The librarian and Mr Dickinson reported on the discussion about the problems of building maintenance and building personnel held at the Budget Committee meeting June 3.

On motion of Dr Riggleman, seconded by Mr Pianfetti and carried, it was

RESOLVED, That the position of Head Janitor be renamed Superintendent of Building and Grounds; and be it further

RESOLVED, That the salary of the Superintendent of Building and Grounds be $2,706.60 annually.

On motion of Mr Hanson, seconded by Mr Pianfetti and carried, it was

RESOLVED, That Mr Charles B. Lander be appointed Superintendent of Building and Grounds at an annual salary of $2,706.60 effective June 16, 1952.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective June 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Appointments			
Mark L. Crum, Jr.	June 16	Librarian	$450.55
Charles B. Lander	June 16	Supt. of Building and Grounds	225.55
Okey Smith	June 6 only	Substitute bookmobile driver	12.56
Ruth Eary	June 16	Temporary Librarian Assistant Extension Department	270.00
Hazel Fisher	June 16	Temporary Librarian Assistant, Circulation Department	333.00
Edwin Foster	June 9 (7 days only)	Temporary Clerk Assistant, Catalog Department	149.00
Resignation			
Ray Harrison	June 1	Page, Extension Department	50.70
Mrs Jamie R. Graham	July 1	Librarian, Garnet Branch Library	
Salary Changes			
John Gregory	June 1 - to be paid double day	Page, Extension Department	101.40
Lillian Thompson	June 1 - to work full time	Clerk Assistant, B&G Dept.	150.55
Dorothy Twohig	June 1 - to work full time	Clerk Assistant, B&G Dept.	164.55
George L. Williams	June 1	Head, Reference Department	9.00 mo. incr
Caroline Diederichs	June 1	Clerk Assistant, Catalog Department	5.00 mo. incr

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business the meeting on motion adjourned.

Chairman Pro Tem

Robert North Jr.
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

June 30, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 30, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Dickinson
Mr Flinn
Mr Hanson
Mr Kleeman
Colonel Phillips
Mr Shonk

Mr Ray, the president, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the meeting on June 6, 1952 were approved.

No Librarian's Monthly Report. There was no librarian's monthly report since the date of the meeting was advanced in order to have the budget ready for Board of Education. The library's statistics for June 1952 will be reported at the August meeting.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 292 and 293). A motion by Mr Flinn, seconded by Dr Cook approving the bills and directing their transmittal to the Board of Education for payment was adopted.

Budget for 1952/53. The librarian presented the propsed budget for 1952/53 in the amount of $148,000.00 as approved by the Budget Committee. After

discusson, on motion of Mr Dickinson, seconded by Mr Hanson, it was unanimously

RESOLVED, That the budget of Kanawha County Public Library for 1952/53 in the amount of $148,000.00 submitted by the Budget Committee be approved; and,

RESOLVED FURTHER, That said budget be transmitted to the Board of Education for approval and adoption.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective July 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Appointments			
Ruth E. Figgatt	July 1	Librarian Assistant, Extension Department	$268.55
Edwin Foster	July 1 (8 days only)	Temporary Clerk Assistant Catalog Department	149.00
Ruth Eary	July 1	Temporary Librarian Assistant, Ext. Dept.	270.00
Hazel Fisher	July 1	Temporary Librarian Assistant, Circ. Dept.	333.00
Resignations			
Robert North, Jr	July 15	Librarian	417.22
Salary Changes			
Joan Woodyard	July 1 - leave of absence	Page, Boys and Girls Dept.	
Mary Rengil	July 1 - to receive $21.12 for extra work	Page, Boys and Girls Dept.	29.25
Linda Jo Dugan	July 1 - to receive $21.12 for extra work	Page, Boys and Girls Dept.	29.25
John Gregory	July 1 - to receive double rate for extra work	Page, Extension Department	58.50
Euncie Johnson	July 1 - full time basis	Clerk Assistant, Circulation Department	144.00

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business the meeting on motion adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget 1952/53

		1952/53	1951/52
1. Salaries		$89,050.60	$84,577.00
2. Books, Periodicals, Binding			
.1 Books, etc.		$22,000.00	$24,800.00
.2 Periodicals		2,000.00	2,200.00
.3 Binding		7,000.00	3,450.00
	Subtotal	$31,000.00	$30,450.00
3. Supplies - library and office		$ 3,000.00	$ 3,000.00
4. Furniture and Equipment		$ 2,000.00	$ 3,000.00
5. Maintenance			
.1 Service Contracts		$ 1,199.00	$ 975.00
.2 Repairs		2,090.00	1,200.00
.3 Building Supplies		1,000.00	1,000.00
.4 Supplementary projects		1,000.00	1,025.00
	Subtotal	$ 5,289.00	$ 4,200.00
6. Utilities			
Electricity		$ 2,250.00	$ 2,150.00
Gas		850.00	950.00
Telephone		600.00	600.00
Water		200.00	200.00
	Subtotal	$ 3,900.00	$ 4,200.00
7. Insurance		$ 1,159.29	$ 1,159.29
8. Unclassified			
Printing		$ 425.00	$ 425.00
Travel and conference expense		375.00	300.00
Memberships		55.00	40.00
Contingent		100.00	200.00
	Subtotal	$ 955.00	$ 965.00
9. Contingent - For special needs		$ 4,581.65	
	Total Main Library	$140,935.54	$130,251.29
10. Garnet Branch		7,064.46	7,721.60
	GRAND TOTAL	$148,000.00	$137,972.89

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget, 1952/3

EXHIBIT A

List of Positions and Salaries

Position	Employee	Monthly Salary	Initial Annual Salary
Librarian	Robert North, Jr	185.20	185.20
Librarian	Mark L. Crum, Jr	450.55	5,406.60
Head, Extension Department	Frances A. Alderson	378.55	4,542.60
Head, Boys and Girls Department	Wilma G. Brown	363.55	4,362.60
Head, Catalog Department	Jane Brugger	384.55	4,614.60
Head, Circulation Department	Mary L. Tatterson	348.05	4,176.60
Head, Reference Department	George L. Williams	265.55	3,186.60
Librarian Assistant, Circ. Dept.	Joanne T. Greenspun	259.55	3,114.60
Librarian Assistant, Circ. Dept.	Margaret Hilliard	295.55	3,546.60
Librarian Assistant, Cat. Dept.	Marcella Kramer	259.55	3,114.60
Librarian Assistant, Ref. Dept.	Charles A. Loudermilk, Jr	259.55	3,114.60
Librarian Assistant, Ext. Dept.	Ruth E. Figgatt	268.55	3,222.60
Librarian Assistant, Circ. Dept.	Robert F. Simmons	252.55	3,030.60
Librarian's Secretary	Lorena Ammar -	236.55	2,838.60
Clerk Assistant, Catalog Dept.	Wanna Lee Adkins	154.55	1,854.60
Clerk Assistant, Circ. Dept.	Camellia Joyce Barefield	139.55	1,674.60
Clerk Assistant, Circ. Dept.	Mary Lou Bryan	154.55	1,854.60
Clerk Assistant, Extension Dept.	Isabel Cline	139.55	1,674.60
Clerk Assistant, Catalog Dept.	Betty Ann Dawson -	184.55	2,214.60
Clerk Assistant, Catalog Dept.	Caroline Diederichs	159.55	1,914.60
Clerk Assistant, Catalog Dept.	Phyllis Joan Hudnall	149.55	1,794.60
Clerk Assistant, Circ. Dept.	Eunice Johnson	72.00	864.00
Clerk Assistant, Circ. Dept.	Lucretia Null	144.55	1,734.60

List of Positions and Salaries (Continued)

Position	Employee	Monthly Salary	Initial Annual Salary
Clerk Assistant, Ext. Dept.	Betty Jane Thomas	154.55	1,854.60
Clerk Assistant, B&G Dept.	Lillian Thompson	154.44	1,854.60
Clerk Assistant, B&G Dept.	Dorothy Twohig	169.55	2,034.60
Clerk Assistant, Ext. Dept.	Barbara Ward	144.55	1,734.60
Bookmobile Driver	Charles F. House	210.55	2,526.60
Head Janitor	vacancy	225.55	2,706.60
Janitor	Paul Coleman	180.55	2,166.60
Duster	Michalina Ptasznik	66.55	798.00
Page	William Dotson	58.50	702.00
Page	Linda Jo Dugan	29.25	351.00
Page	John Gregory	58.50	702.00
Page	Richard Parrish	58.50	702.00
Page	Frank Peckham	58.50	702.00
Page	Mary Regil	29.25	351.00
Page	Everett Roush	58.50	702.00
Page	Joan Woodyard	42.25	507.00
Page	vacancy	58.50	702.00
			$85,135.00

Salary Increments (to be paid to above positions on anniversaries of a year's service) 797.00

Sub-total $85,932.00

Vacation Substitutes

1 librarian 2 months @ $270.00	540.00
1 librarian 2 months @ $333.00	666.00
1 temporary driver for deposit collections 20 days @ $7.00	140.00
1 substitute bookmobile driver 14 days @ $7.00	98.00
Sub-total	$1,444.00
TOTAL	$87,376.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

August 8, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 8, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, Chairman
Mrs Clark
Dr Cook
Mr Dickinson
Mr Hanson
Judge Hudson
Mr Kleeman
Colonel Phillips
Mr Pianfetti

Mr Ray, the president, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the meeting of June 30, 1952 were approved.

Librarian's Monthly Report for June. A report of routine library matters was read at the August meeting because the July meeting was held before the June monthly statistics were available.

Librarian's Monthly Report for July. The librarian presented a plan for study and evaluation of present library methods and policies which was discussed at some length; and the librarian was instructed to send a copy to each member of the board.

Mr Kleeman moved that the following resolution be adopted:.

RESOLVED, That the portion of the Librarian's report for July 1952 pertaining to "Planning" be attached to the minutes of this meeting as a part thereof, and that the program of action outlined in therein be undertaken by the Board of Directors.

Mr Dickinson seconded the motion, and upon a vote being taken the motion was carried.

After further discussion of the Librarian's proposals, and upon motion of Mrs Clark, duly seconded and carried, a committee, consisting of Mr Ray, Dr Cook, Mr Kleeman, and Mr Crum ex-officio was appointed, and was directed to present a plan of procedure for accomplishing the work prescribed for the Board in the Librarian's report and to recommend committee assignments of board members to policy study committees.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 294 and 295). A motion by Judge Hudson, seconded by Colonel Phillips approving the bills and directing their transmittal to the Board of Education for payment was adopted.

Budget. The librarian prepared a revised budget in the amount of $137,972.89, copy of which is attached to the minutes. Upon motion by Judge Hudson and seconded by Mr Dickinson, it was unanimously

RESOLVED, That the revised budget of the Kanawha County Public Library, in the $137,972.89 be approved.

RESOLVED FURTHER,
That copies be transmitted to the Board of Education for approval.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective August 1952 which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Appointments			
Edwin Foster	Aug. 1 (8 days only)	Temporary Clerk Assistant, Catalog Department	$ 56.76
Wanda McClanahan	Aug. 1	Clerk Assistant, Circ. Dept.	139.55
Martha Hendricks	Aug. 18	Clerk Assistant, Circ. Dept.	64.40
Betty Lou Hammer	Aug. 18	Clerk Assistant, Circ. Dept.	32.20

Name	Date Effective	Position	Monthly Salary
Appointments			
Ruth Eary	Aug. 1-23 incl.	Temporary Librarian Assistant, Ext. Dept.	270.00
Hazel Fisher	Aug. 1-23 incl.	Temporary Librarian Assistant, Ext. Dept.	333.00
Resignations			
Dorothy Twohig	August 31	Clerk Assistant, B&G Dept.	169.55
Lillian Thompson	August 31	Clerk Assistant, B&G Dept.	154.55
Ruth Eary	August 23	Temporary Librarian Assistant, Ext. Dept.	207.68
Hazel Fisher	August 23	Temporary Librarian Assistant, Circ. Dept.	256.46
Mary Lou Bryan	August 12	Clerk Assistant, Circ. Dept.	61.36
Lucretia Null	July 31	Clerk Assistant, Circ. Dept.	144.55
Salary Changes			
Joan Woodyard	Aug. 1 - leave of absence without pay	Page, Boys and Girls Dept.	
Linda Jo Dugan	Aug. 1 - to receive $21.12 for extra work	Page, Boys and Girls Dept.	50.37
Mary Rengil	Aug. 1 - to receive $21.12 for extra work	Page, Boys and Girls Dept.	50.37
Eunice Johnson	Aug. 1 - full time	Clerk Assistant, Circ. Dept.	144.00
John Gregory	Aug. 1 - to receive double rate for extra work	Page, Extension Department	117.00
Salary Increments			
Wilma Brown	August 1	Head, Boys and Girls Dept.	369.[illegible]
Ruth E. Figgatt	August 1	Librarian Assistant, Extension Department	2[illegible].[illegible]

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved and confirmed.

There being no further business the meeting on motion adjourned.

Chairman

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Budget 1952/53

		1951/52	1952/53
1. Salaries		$84,577.00	$87,376.00
2. Books, Periodicals, Binding			
.1 Books, etc.		24,800.00	22,000.00
.2 Periodicals		2,200.00	1,900.00
.3 Binding		3,450.00	6,500.00
	Subtotal	$30,450.00	$30,400.00
3. Supplies		$ 3,000.00	$ 2,800.00
4. Furniture and Equipment		$ 2,000.00	$ 1,117.00
5. Maintenance			
.1 Service Contracts		$ 975.00	$ 809.00
.2 Repairs		1,200.00	2,090.00
.3 Building Supplies		1,000.00	800.00
.4 Supplementary Projects		1,025.00	000.00
	Subtotal	$ 4,200.00	$ 3,699.00
6. Utilities			
Electricity		$ 2,150.00	$ 2,250.00
Gas		950.00	850.00
Telephone		600.00	600.00
Water		200.00	200.00
	Subtotal	$ 3,900.00	$ 3,900.00
7. Insurance		$ 1,159.29	$ 1,159.29
8. Unclassified			
Printing		$ 425.00	$ 275.00
Travel		300.00	375.00
Memberships		40.00	55.00
Contingent		200.00	80.62
	Subtotal	$ 965.00	$ 785.62
9. Garnet Branch		$ 7,721.60	$ 7,064.46
	Total	$137,972.89	$138,301.37
Income from sale of books 1952/53			328.48
Income from Board of Education 1952/53			137,972.89

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget, 1952/3

EXHIBIT A

List of Positions and Salaries

Position	Employee	Monthly Salary	Initial Annual Salary
Librarian	Robert North, Jr	185.20	185.20
Librarian	Mark L. Crum, Jr	450.55	5,406.60
Head, Extension Department	Frances A. Alderson	378.55	4,542.60
Head, Boys and Girls Department	Wilma G. Brown	363.55	4,362.60
Head, Catalog Department	Jane Brugger	384.55	4,614.60
Head, Circulation Department	Mary L. Tatterson	348.05	4,176.60
Head, Reference Department	George L. Williams	265.55	3,186.60
Librarian Assistant, Circ. Dept.	Joanne T. Greenspun	259.55	3,114.60
Librarian Assistant, Circ. Dept.	Margaret Hilliard	295.55	3,546.60
Librarian Assistant, Cat. Dept.	Marcella Kramer	259.55	3,114.60
Librarian Assistant, Ref. Dept.	Charles A. Loudermilk, Jr	259.55	3,114.60
Librarian Assistant, Ext. Dept.	Ruth E. Figgatt	268.55	3,222.60
Librarian Assistant, Circ. Dept.	Robert F. Simmons	252.55	3,030.60
Librarian's Secretary	Lorena Ammar	236.55	2,838.60
Clerk Assistant, Catalog Dept.	Wanna Lee Adkins	154.55	1,854.60
Clerk Assistant, Circ. Dept.	Camellia Joyce Barefield	139.55	1,674.60
Clerk Assistant, Circ. Dept.	Mary Lou Bryan	154.55	1,854.60
Clerk Assistant, Extension Dept.	Isabel Cline	139.55	1,674.60
Clerk Assistant, Catalog Dept.	Betty Ann Dawson	184.55	2,214.60
Clerk Assistant, Catalog Dept.	Caroline Diederichs	159.55	1,914.60
Clerk Assistant, Catalog Dept.	Phyllis Joan Hudnall	149.55	1,794.60
Clerk Assistant, Circ. Dept.	Eunice Johnson	72.00	864.00
Clerk Assistant, Circ. Dept.	Lucretia Null	144.55	1,734.60

Position	Employee	Monthly Salary	Initial Annual Salary
Clerk Assistant, Ext. Dept.	Betty Jane Thomas	154.55	1,854.60
Clerk Assistant, B&G Dept.	Lillian Thompson	154.44	1,854.60
Clerk Assistant, B&G Dept.	Dorothy Twohig	169.55	2,034.60
Clerk Assistant, Ext. Dept.	Barbara Ward	144.55	1,734.60
Bookmobile Driver	Charles F. House	210.55	2,526.60
Head Janitor	vacancy	225.55	2,706.60
Janitor	Paul Coleman	180.55	2,166.60
Duster	Michalina Ptasznik	66.55	798.00
Page	William Dotson	58.50	702.00
Page	Linda Jo Dugan	29.25	351.00
Page	John Gregory	58.50	702.00
Page	Richard Parrish	58.50	702.00
Page	Frank Peckham	58.50	702.00
Page	Mary Regil	29.25	351.00
Page	Everett Roush	58.50	702.00
Page	Joan Woodyard	42.25	507.00
Page	vacancy	58.50	702.00
			$85,135.00
Salary Increments (to be paid to above positions on anniversaries of a year's service)		Sub-total	797.00 $85,932.00
Vacation Substitutes			
1 librarian 2 months @ $270.00			540.00
1 librarian 2 months @ $333.00			666.00
1 temporary driver for deposit collections 20 days @ $7.00			140.00
1 substitute bookmobile driver 14 days @ $7.00			98.00
		Sub-total	$1,444.00
		TOTAL	$87,376.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

September 5, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 5, 1952 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Judge Hudson, Chairman
Mrs Brown
Dr Cook
Mr Dickinson
Mr Flinn
Mr Kleeman
Dr Pianfetti
Dr Riggleman

Judge Hudson, the vice-president, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the August 8, 1952 meeting were read in part. They were approved by the Board.

Librarian's Monthly Report for August. A report [illegible] publicity about the exterior appearance of the library, financial support of public libraries in West Virginia, renewed interest among board members about library affairs, the revision of employees job descriptions, and the budget, was read to the board. The report was accepted and ordered filed. The librarian was ordered to publish such parts as he deemed necessary.

Bills Approved. The librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 296 and 297). It was moved by Dr Riggleman and seconded by Dr Cook that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Report of Temporary Committee to Recommend Appointments to Policy Study Committees, presented by Mr Kleeman.

At the last board meeting on August 8, a committee, consisting of Mr Ray, Mr Kleeman, Dr Cook, and Mr Crum, ex officio, was named to recommend to the Board a slate of appointments of Board members to policy study committees, and to recommend a procedure for accomplishing the work prescribed for the Board in the Librarian's report. We submit the following appointments for your approval.

Government	Objectives	Organization
Colonel Phillips, Chr.	Mr Kleeman, Chr.	Mrs Anderson, Chr.
Mr Shonk	Mr Hanson	Judge Hudson
Dr Sibley	Dr Pianfetti	Mr Young
Finance	**Personnel**	**Book Collection**
Mr Hanson, Chr.	Mr Flinn, Chr.	Dr Pianfetti, Chr.
Mr Dickinson	Mrs Brown	Dr Cook
Colonel Phillips	Mr Young	Dr Riggleman
Public Relations	**Buildings & Grounds**	**Special**
Mr Shonk, Chr.	Dr Cook, Chr.	Mr Hanson, Chr.
Mrs Clark	Mrs Anderson	Mr Dickinson
Dr Hoffman	Dr Sibley	Judge Hudson
		Mr Kleeman
		Colonel Phillips
		Mr Ray

Upon motion by Mr Kleeman, it was unanimously:

RESOLVED, That the appointments of members of the Board to policy study committees, as recommended by the temporary committee, be accepted by the Board.

Mr Kleeman continued with is report:

In planning a procedure for accomplishing the job set before us, the committee recognized that the time of stress for the library will come next June when the library presents a budget to one or more appropriating bodies and seeks financial support for the next fiscal year. The dec sions of the committees, and of the board as a whole, on objectives of the library's program and policy for its management, should be in final written form considerably

so that a tight budet can be constructed around those

tives and policies. We have therefore set up a time schedule:

1. At least one meeting of each policy study committee before the Board meeting on October 3. At the close of its first meeting the committee should have a clear idea of the scope of the matter to be studied and discussed, it should know in what areas or for which topics it needs additional materials for study, and it should have evolved a schedule for completing its work which it can announce to the board as a whole.

Because the number of Board members which could be assigned to each committee is small, and becuase there has been an expression of desire to invite lay people to participate in these committees, we recommend:

2. Any committee chairman is free to add one or more lay persons to join in part or all of the committees study and discussion. The names of such people should be announced at a Board meeting so that their membership on the committee can be offically noted.

Our aim or goal, as we undertake this study and discussion, is to produce a written statement of policy for the administration of this library and a written statement of our objectives for its future development. We therefore recommend that:

3. Each committee prepare, as its final report for approval of the entire Board, two statements - one delineating library policy on the subjects included within its topic, the other fixing objectives for library growth or improvement within its assigned sphere.

Upon motion by Mr Flinn, seconded by Dr Pianfetti, it was unanimously:

RESOLVED, That the recommendations on procedure, concerning a time schedule, the addition of non-board people to the committees, and the preparation of statements of policy and objectives for board action be approved.

Improper Publicity. Some discussion was held on the recent newspaper articles ciriticizing the appearance of the public library building. In answer to a question from Dr Cook, Mr Flinn stated that any portion of the money appropriated by the school board for the operation of the library could be used to beautify

or repair the building exterior. It was the sense of the meeting that we try to improve things by having the vines taken off, trying to interest the garden club in the lawn, and by making another attempt, perhaps auditory, to get rid of pigeons.

Film On Library Service. A fifteen minute color film, entitled Library Story, was shown to the board. It described the services of modern public library. The purpose of the viewing was to indicate the scope of good public library service and to demonstrate the value of a film as a public relations device for the library. The librarian was directed to send a letter of thanks to the company which furnished the film.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective September 1952, which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Appointments			
Edwin Foster	Sept. 2-6 (5 days only)	Temporary Clerk Assistant, Catalog Department	[illegible]
Edith P. Hammond	Sept. 2 - 1/3 time	Clerk Assistant, B&G Dept.	[illegible]
Janet V. Carson	Sept. 2 - 1/3 time	Clerk Assistant, B&G Dept.	[illegible]
Nancy J. Depp	Sept. 2 - 1/3 time	Clerk Assistant, B&G Dept.	[illegible]
Alton Hampton	Sept. 2	Page, Circulation Department	[illegible]
Bernard Schaaf	Sept. 2	Page, Circulation Department	[illegible]
Charles Swigger	Sept. 2	Page, Extension Department	[illegible]
Harold Paxton	Sept. 2	Page, Extension Department	[illegible]
Francis Bass	Sept. 2-16 (12 days)	Substitute Bookmobile Driver	[illegible]
Thomas DeLauder	Sept. 8-15 (6 days)	Temporary Truck Driver	[illegible]
Mary V. Pilato	Sept. 15	Clerk Assistant, Circ. Dept.	[illegible]
Resignations			
William Dotson	Sept. 9 - to be paid for 27 hours	Page, Circulation Department	[illegible]
John Gregory	Sept. 3 - to be paid for 12 hours	Page, Extension Department	[illegible]
Frank Peckham	August 31	Page, Circulation Department	
Everett Roush	August 31	Page, Circulation Department	
Wanda McClanahan	Sept. 13	Clerk Assistant, Circ. Dept.	[illegible]
Salary Changes			
Richard Parrish	Sept. 1 - to receive double time pay	Page, Circulation Department	[illegible]
Linda Jo Dugan	Sept. 1	Page, Boys and Girls Dept.	61.75
Mary Rengil	Sept. 1	Page, Boys and Girls Dept.	61.75

Name	Date Effective	Position	Monthly Salary
[illegible]	Sept. 1 - ½ time basis plus 3 extra days on full time basis	Clerk Assistant, Circ. Dept.	89.28
Salary Increments			
[illegible]	Sept. 1	Clerk Assistant, Ext. Dept.	149.55

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

[illegible]
Chairman

Mark Cumm
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

October 10, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 10, at 3:45 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Dr Hoffman
Mr Dickinson
Dr Pianfetti
Mr Young

The film, Help Yourself, produced in 1949 at the Cambria Free Library in Johnstown, Pennsylvania, was shown. There was some discussion on making a film of the Kanawha County Public Library.

Mr Ray presided. In the absence of the librarian, Miss Ammar acted as secretary and reported that a quorum was present.

Librarian's Monthly Report for September. In the absence of the librarian, the president read the librarian's report, which included a discussion of the Temporary Committees to study library policy and objectives. The secretary was instructed to send a copy of the librarian's report to each member of the board.

Bills Approved. The secretary submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills No. 298 and 299). It was moved by Dr Cook and seconded by Mr Hanson that the bills be approved

and transmitted to the Board of Education for payment. The motion was carried.

Temporary Committees Reports. The president asked for the Temporary Committee Reports.

Buildingsand Bookmobiles Committee. Dr Cook, chairman, reported that the top floor of the Library Building was in bad condition and should promptly be repaired and cleaned up. He informed the board that he had brought Mr Randolph L. Patteson, an architect over to look at the building and that he wants Mr Patteson to seve on his committee which request was approved. There was some discussion about the fire insurance carried on the library and removal of the vines. The president stated that he would check with the Chief of the Fire Department of the City of Charleston regarding the removal of the vines by city firemen. After discussion, Mr Dickinson moved, Mr Hanson seconding that the following resolution be adopted:

> RESOLVED, That Dr Cook be commended for his fine work as chairman of the Buildings and Grounds Committee and that he check with the Chief Clerk of the Board of Education on the library's insurance.

Finance Committee. Mr Hanson, chairman, stated that no committee meeting has been held yet, but he has been studying the financial set up of the library. Mr Hanson suggested that the library year May through April be changed to coincide with the fiscal year July-June. This would make it easier to keep the financial records and make it simpler for people to interpret them. Those present were of the opinion that the by-laws should be amended to embody the change at the appropriate time before the end of the current year.

Special Committee. Mr Hanson, chairman, reported that the Special Committee had not met because of the absence of several members.

Administration Committee. Mrs Anderson, chairman, informed the Board that Mr Crum gave the committee suggestions and points to consider as they do their background reading. The committee plans to meet in November and will

make a list of recommendations at that time.

Objectives Committee. In the absence of Mr Kleeman, the chairman, Dr Pianfetti gave the report. He informed the Board that the committee plans to read five books dealing with public libraries. They will meet on November 5 and discuss the books at that time. The committee will make a final report the early part of February 1953.

Book Collection Committee. Dr Pianfetti, chairman, stated that Dr Riggleman had been unable to meet with the committee and no decision has been made. The meeting will be held at some future date and Dr Riggleman will be contacted again.

Personnel and Salary Changes. The scretary reported the following personnel and salary changes effective October 1952, which she stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Salary Changes			
Isabel Cline	October 1	Clerk Assistant, Extension Department	$144.55

On motion duly made, seconded, and carried all of the foregoing salary change was ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

November 7, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 7, 1952 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Dr Cook
Mr Flinn
Mr Hanson
Mr Kleeman
Colonel Phillips
Dr Riggleman
Mr Young

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the October 10, 1952 meeting were approved by the Board.

Reference Department Visit. The group of board members visited the Reference Department of the library where Mr Williams, the Reference Librarian, gave a twenty minute orientation lecture. Typical reference questions and the books in which their answers had been found were displayed.

Librarian's Monthly Report for October. After the Board had reassembled in the Board Room, the Librarian read his report for the month of October. It touched upon the progress being made by the temporary committees on policy and objectives, the annual West Virginia Library Association Conference, the annual magazine subscription list, library

publicity, and a garden club proposal to beautify the library lawn.

Objective Committee's Report. Mr Kleeman read the following report of the Temporary Committee on Objectives:

"A meeting of the Temporary Objectives Committee was held at Mr Kleeman's home on November 5, 1952, at 7:30 p.m.

The following were present: Mr Kleeman, chairman, Mr Hanson, Dr Pianfetti and Mr Crum.

1. Conversation centered around an attempt to define the relationship between the Objectives Committee and the other Temporary Committees, and to settle upon the specific steps in a course of action which this committee could take.

2. Discussion began with a reading by Mr Hanson of a draft of a report to be made by the Temporary Committee on Finance. Some of the points made in the paper were commented upon as to their particular merit, but more importantly the paper was useful in the process of thinking through the problem of the relationship between a statement of objectives in general theoretical terms prepared by the Temporary Committee on Objectives, and a statement of objectives based on facts and results of inventigation prepared by one of the other temporary committees concerned with its particular phases of library service. It was recognized that some disagreement might exist between the two statements of objectives.

3. The conclusion of the group on this question was that the Temporary Committee on Objectives should go ahead and prepare a statement of objectives for the general guidance of the other temporary committees expecting that, though they could consider less, they might consider more objectives than were mentioned, and that they might very likely disagree. In case of disagreement the Committee on Objectives would be anxious to alter its general statement to confirm to any statement which had greater validity becuase of its being based upon greater study and investigation of actual conditions.

A second conclusion agreed upon was that the library should make certain that it had reached its maximum efficiency and growth with present funds and that it should list and begin work upon those objectives which could be undertaken without an increase in appropriation. Such a list could be presented to an appropriation. Such a list could be presented to an appropriating body as an exhibit of our having gone as far as we possibly can go at the current level of appropriations. The theory is that such procedure would place the library board in a very strong position to request an increased appropriations to make possible the achievement of these objectives which did require more staff and money.

A third conclusion reached is that the Temporary Committee on Objectives will finish its reading, will meet before the December board meeting to pool ideas on a general statement of objectives, and will attempt to have a working general statement of objectives ready to distribute to the other temporary committees at the board meeting on Friday, December 5."

Bills Approved. The librarian submitted the bills which had been by the Book Committee and Finance Committee (Lists of Bills Nos. 300 and 301). It was moved by Mr Flinn and seconded by Dr Cook that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. It was announced by Dr Cook that the library building was insured for $315,000 and its contents for $80,000. Mr Flinn stated that the amount on the building was too great because (1) it probably equalled what was carried on two large city schools, and (2) the building was not of a type that was easily burned. Mr Flinn, suggested, and the Board so ordered, that Mr Flinn request the Insurance Committee of the Board of Education to review the library's insurance situation and make recommendations for its improvement.

Fiscal and Statistical Years. Mr Hanson and Mr Crum pointed out that the library operates on two different years. One, the library statistical year, ends on April 30. For annual report purposes, all library financial, circulation, book stock, and borrowers' statistics are totaled for this year. The other, the library fiscal year, ends on June 30. For budget purposes, fiscal statistics are totaled for this year to correspond to the Board of Education fiscal year. Upon motion by Mr Hanson, seconded by Colonel Phillips it was

RESOLVED, That the librarian will prepare and transmit to the Board of Education a request that the By-Laws of the Kanawha County Public Library be amended to make the library statistical year the same as the Board of Education fiscal year, namely July 1-June 30.

Removal Vines. After a very brief discussion of the appearance of the exterior of the library building, and upon motion made by Mr Flinn, it was

RESOLVED, That the librarian is instructed to have the vines removed from the building as soon as possible.

Correction of Unsafe and Undesireable Conditions on Library Upper Floors. It was pointed out by Dr Cook and Mr Hanson that the following things need attention - fire escape on top floor, roof of library building, electrical conductors in the dome, cornices, and excessive dirt. The Librarian was authorized to correct the existing conditions as quickly as possible.

New Business

Time of Board Meeting. The Librarian asked for discussion on the sending of an inquiry to individual board members about the most convenient time for meeting. It was agreed that the Librarian should send out a question as a means of discovering current feeling on the subject.

Acceptance of Gifts. The Librarian also asked for an expression of opinion on the propriety of his contacting individuals, organizations, and companies to explain the library's needs and to solicit gifts to satisfy those needs. A sidewalk receptacle for the return of library books, a movie projector, and the equiping and furnishing of a room for audio-visual materials were mentioned as examples. Mr Flinn expressed one caution - that the donor not be allowed to exploit his gift. Upon motion by Dr

Riggleman, seconded by Mrs Anderson, it was

RESOLVED, That the Board considers it proper for the librarian to solicit and to accept gifts to the library, provided the donation is not permanently exploited by the donor as an advertisement.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective November 1952, which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Salary Changes			
Mary Tatterson	November 1	Head, Circulation Dept.	$357.05
Edith Hammond	Nov. 1 to change from 1/3 time to 1/4 time	Clerk Assistant, Boys and Girls Department	34.88
Nancy Depp	Nov. 1 to change from 1/3 time to 1/4 time	Clerk Assistant, Boys and Girls Department	34.88
Janet Carson	Nov. 1 to change from 1/3 time to 1/4 time	Clerk Assistant, Boys and Girls Department	34.88
Richard Parrish	Nov. 1 - to receive double pay for double time	Page, Circulation Dept.	117.00
Charles F. House	September 1	Bookmobile Driver	225.55
Temporary Asspointments			
John W. Greiser	November 12, 13, 14	Substitute Bookmobile	38.64
Resignations			
Wanna Lee Adkins	October 31, 1952	Clerk Assistant, Catalog Department	
Appointments			
Shirley J. Tolley	October 29, 1952	Clerk Assistant, Catalog Department	$155.06

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business the meeting on motion adjourned.

John W. Ray
President

Mark Cross
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

December 5, 1952

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 5, 1952, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Mrs Clark
Dr Cook
Mr Dickinson
Mr Flinn
Mr Hanson
Judge Hudson
Mr Young

Mr Ray, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the November 7, 1952 meeting were approved by the Board.

Catalog Department Visit. The group of board members visited the Catalog Department where Miss Brugger, Department Head, gave a thirty minute talk on the organization of work and the duties performed in ordering and cataloging library materials.

Librarian's Monthly Report for November. The Librarian read a report in which he tried to recount the highlights of the month's activities in each department. The report was approved and ordered filed.

Committee Reports. None of the Standing or Temporary Committees on Policy and Objectives had a report to make.

Bills Approved. The Librarian submitted which had been approved by the Book Committee and the Finance Committee (Lists of Bills No. 302 and 303).

It was moved by Judge Hudson, and seconded by Mr Hanson and that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. It was announced by the Librarian that according to a letter from Mr J. R. Surbaugh to Mr Flinn a copy of which has been forwarded to the Librarian, an estimate of the value of the building for insurance purposes would be made by the Board of Education Committee on Insurance, but the value of the books and other contents would be made by the Library Board. The Librarian also reported that a property inventory has been taken and is being consolidated. Methods of evaluating the books and other assets of the library are being studied.

Vine Removal. It was reported by the Librarian that Mr Herbert McManus of General Window Cleaning Company had agreed to remove the vines from the library building for $390, the price originally quoted to Mr North in May 1952. There is to be an additional charge for hauling the vines away. The job is to be started on or about December 15.

Unsafe and Undesirable Conditions On Library Upper Floors. The Librarian reported that all inflammable debris and excessive dirt had been removed from the library building third floor and dome. Old wiring in the dome has been determined to be dead and is being removed. The Evacuator fire escape is being installed on the third floor. Mr H. P. Agsten, Jr. has inspected the library building and reported that there is, in his judgment, nothing about the building which is unsafe and nothing, which he can see, causing unnecessary deterioration to the building. He does intend to bring a roofer to the building to examine the roof more thoroughly.

Board Meeting Time. The Librarian reported the results obtained from a questionnaire sent to board members on which they were asked to indicate

their preferences of time and day for the scheduling of regular board meetings. Thirteen replies were received to 17 questionnaires. Six were generally satisifed with the present day and time. There was no substantial agreement upon any other one time and day. Upon motion by Judge Hudson and seconded by Mr Young, it was

RESOLVED, That the regular meetings of the Library Board of Directors continue to be held at 4:00 p.m. on the first Friday in each month.

Pigeon Proofing. The Librarian read a letter from the New York Public Library which pretty well covered their success and failure with various methods of ridding a building of pigeons. The only recommendation was for wire netting attached to low voltage systems which would repel pigeon by means of a vibrating shock. The Librarian was asked to investigate the feasibility of trying this method on our building.

New Business

There was no new business brought before the meeting.

Personnel and Salary Changes. The secretary reported the following personnel and salary changes effective December 1952, which he stated are in accord with the salary scales.

Name	Date Effective	Position	Monthly Salary
Temporary Appointment			
Thomas DeLauder	December 4	Temporary truck driver	$7
Salary Changes			
Frances Alderson	December 1, 1952	Head, Extension Department	$384.55
Margaret Hilliard	December 1, 1952	Librarian Assistant, Circulation Department	304.55
Joyce Barefield	Leave of absence for 6 days in December without pay	Clerk Assistant, Circulation Department	107.39

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Chairman

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

January 9, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 9, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Mrs Clark
Dr Cook
Mr Hanson
Judge Hudson
Dr Riggleman

Mr Ray, President, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the December 5, 1952 meeting were approved by the Board.

Circulation Department Visit. The group of board members visited the Circulation Department where Mrs Tatterson, Department Head, gave a thirty minute talk explaining (1) the present plan and arrangement of the department, (2) its purposes and aims for the future, (3) the duties of the clerical desk assistant and qualifications of a circulation librarian, showing examples of the many ways the librarian helps a patron. A brief outline of the special services dones by the department was also given.

Librarian's Monthly Report for December. The Librarian read a report in which he discussed the month's activities in the various departments of the library and concluded with some comments on the growing interest among

adult education people in the state in organizing to pool information and to improve programs.

Committee Reports. None of the Standing or Temporary Committee on Policy and Objectives had a report to make.

Bills Approved. The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills No. 304 and 305). It was moved by Dr Riggleman, and seconded by Mr Hanson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. The Librarian reported that an inventory of library furniture and equipment is nearing completion. An inventory of books is virtually completed also. A preliminary estimate of book value, arrived at by multiplying inventories quantities of books by values arrived at in 1935 by the American Library Association, was determined to be $189,855. This rough calculation was enough to show that the present $80,000 valuation on the library's contents is too small. Consequently, it was moved by Dr Riggleman, seconded by Judge Hudson, and unanimously

> RESOLVED, That the Librarian and the President of the Board take the necessary action to have a 30 day binder placed in effect to cover the contents of the library in an amount not less than $250,000.

The Librarian was asked to prepare a firm estimate on the value of the furniture and equipment as well as the books present in the library within two weeks.

Judge Hudson pointed out that an important step to be taken is the removal of all possible fire hazards in an attempt to prevent fire from occurring.

Vine Removal. The Librarian reported that the dead vines on the exterior of the library building were removed during the month of December, by the General Window Cleaning Company, at a cost of $390. An additional $8 was spent to have the vines hauled away.

New Business

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective January 1953, which he stated are in accord with the salary scales:

Name Temporary Appointment	Effective Date	Salary, Month-to-Month Basis	Position
Thomas DeLauder	Jan. 13, 1953	$7	Temporary truck driver

Salary Change	Effective Date	Salary Change From-	To	Position
Robert F. Simmons	Jan. 1, 1953	$252.55	$261.55	Librarian Assistant, Circulation Dept.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

The remaining items on the agenda having been judged to be not urgent, the meeting adjourned at 5:30 p.m. upon motion by Judge Hudson, and seconded by Dr Riggleman.

Arthur Page
President

Mark Cunn
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

February 13, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on February 13, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Judge Hudson
Mr Young

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

Librarian's Monthly Report for January. The Librarian read a monthly report highlighting departmental activities, giving the numerical totals of a recently completed inventory of books, mentioning the planting which has been done on the library grounds by Charleston garden clubs, and discussing the thinking and planning which must be done in connection with the budget for the coming fiscal year. The Librarian was instructed to send a copy of the librarian's report to each member of the board.

Committee Reports. None of the Standing or Temporary Committees on Policy and Objectives made a report.

Bills Approved. The Librarian submitted bills which had been approved by the Book Commiteee and Finance Committee (Lists of Bills No. 306 and 307). It was moved by Dr Cook, and seconded by Judge Hudson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance Valuation. The Librarian announced that a tentative evaluation had been arrived at by the library staff. Estimates were based upon an inventory and values published in the February 1953 AIA Bulletin, for books; upon an inventory, for supplies and for furniture, equipment, and shelving; upon estimated replacement cost including recataloging, for card catalogs and shelf lists; upon estimated value, in the case of the picture collection, pamphlet collection, microfilm collection, and clipping file. The estimated tentative evaluation of building contents was $617,562.

The Chairman stated that he had been advised that the Board of Education had, at its meeting on February 5, 1953, appointed a committee of three of its members to investigate the insurance of the library building and its contents; and that the Librarian and the President of the Library Board of Directors, proposed to discuss with that committee the data compiled by the library staff.

The Librarian suggested that it might be well, before the meeting with the Committee, to call in an insurance expert to corroborate or correct the estimated values to give information about, and explain the advantages if any, of a valuable papers policy, and to advise how much the premium is likely to be on the tentative values. The suggestion was adopted, and in the discussion thereof the Chairman requested that the minutes of the meeting express the appreciation of the Library Board for the splendid work of the Librarian in connection with the difficult problems involved in the library insurance questions.

NEW BUSINESS

AIA Midwinter Meeting. The Librarian reported briefly upon the AIA Midwinter Meeting expressing his reaction that it was an active and

personnaly valuable conference and expressing his gratitude for the Board's policy of permitting him to attend professional gatherings.

Revolving Book Fund. The Librarian asked that the following resolution passed by the Board of Education at its meeting on January 14, be incorporated into the minutes:

> "That the amount of the Kanawha County Public Library's revolving book fund, which fund was created by this Board on January 10, 1952, be reported to the Chief Clerk of the Board of Education at the end of each fiscal year; and
>
> "That the amount be included in the budget for the library for the coming year but not considered as a part of the budget granted by this Board for the operation of the library but as a separate supplemental item to be drawn on by the library to replace books, et cetera."

Technology Section. Mr Ross Johnston of the Professional Engineer's Society has approached the Librarian with a suggestion that a Science and Technology Section be established in the public library. The Librarian explained that he was hospitable to the idea, that we had the raw space to house the activity and that he considered it a legitimate and desirable activity for the library to undertake at this time, provided the Society could be fairly reassuring about the room and collection being used once it was set up. Mr Johnston had asked for an expression from the Library Board on their willingness to agree upon a plan under which the Society and its associated engineering organizations would decorate, furnish, and equip a room, contribute to the initial book stock and establish a fund to buy new books of interest to engineers, but too specialized for the general public. The library would agree to transfer volumes from its general collection which it considered to be most suitably housed in a science and technology collection and employ a librarian to render professional library service in the room as traffic warranted.

The Library Board expressed a favorable attitude toward the proposal and indicated that it would be willing to staff such a Science and Technology Section which would be equipped and partially stocked by the Professional Engineering Society to the extent that use of the facilities by readers required; but the Board reserved final action on the proposal until a more definite proposition in writing is received for those interested.

Children's Museum. The Museum Director has asked the Library Board for a statement of intention in regard to the allocation of space in the public librarybuilding to the Children's Museum, which information is needed in making a decision to accept or reject an offer of other greater but less well located space recently made to the Museum.

The Librarian was authorized to inform the Museum Director that the Children's Museum will not in the near future be deprived of any space now occupied by it for exhibit purposes; that there is some possibility of the establishment of a Science and Technology Section in the near future, which would mean that storage space now allowed the Museum might have to be reduced and the entrance trimmings modified so as to be suitable as an entrance both to the Museum and a section of the library; and that, in the long view, space for the Children's Museum would probably not be provided for in any remodeling of the library building.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective February 1953, which he stated are in accord with the salary scales.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

March 6, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 6, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Dickinson
Mr Hanson
Judge Hudson
Mr Young

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the January 9, 1953 and February 6, 1953 were approved.

Boys and Girls Department Visit. The Board members visited the Boys and Girls Department of the library. Miss Brown gave a twenty-five minute orientation talk in which she mentioned the importance of reference work with children, the skill and enjoyment involved in reading guidance for children, the extra book activities of the department as exemplified by the recent Peter Rabbit 50th anniversary celebration, and the work of the staff with story hours and puppets.

Librarian's Monthly Report for February 1953. The librarian read a report for the month in which he described the presentation to the Staff

Association of the question, "Shall we have a system of formal performance ratings in the library at this time." His report also included brief reports of activities in the various departments of the library, as well as an announcement that several volumes from the collection of C.K. Payne had been given to the library.

In the discussion which followed, the reading of the report, the librarian was requested to send a letter of appreciation to Mrs Littlepage and to make inquiry about a journal or diary belonging to a member of the family who had gone to Dickinson College at Carlisle, Pennsylvania.

The Librarian's monthly report was accepted, and after a brief discussion of the benefits to be derived from a careful study of the report when it is mimeographed and mailed to the members of the Board, the Librarian was instructed to publish and mail to the Board members copies of this and all future monthly reports.

Report of Temporary Committee on Finance. Mr Hanson, Chairman, stated that his committee had prepared a report but would not present it to the Board until Colonel Phillips had been able to comment upon it.

Report of Temporary Committee on Building and Bookmobiles. Dr Cook, Chairman, stated that his committee had prepared a report of about eight pages. Reading of this report was postponed to a later meeting because of shortage of time.

Approval of Bills. The Librarian submitted bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 308 and 309). It was moved by Mr Hanson, and seconded by Mr Young that the bills be approve d and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. The Librarian reported that he had prepared a narrative type account of the effort to achieve a more adequate insurance coverage for the contents of the library, from the date of the report of the Temporary Committee on Finance in November of 1950 through the placing in effect of a binder to bring the insurance on contents up to $600,000. It was further reported by the Librarian that Mr J. R. Surbaugh of the Board of Education's Committee on Insurance was preparing a written report which would describe briefly the coverage characteristic of the various policies available to the library and the cost of the premiums on these policies and coverages.

The President of the Library Board stated that the report by Mr Surbaugh will be sent to the members of the Board of Education designated to confer with the Library Board on insurance matters for their decision and action.

New Business

Delegate to Kanawha Welfare Council. It was announced that Mrs Anderson had been asked and had indicated willingness to accept appointment to serve, along with the Librarian, as the library's representative to the Kanawha Welfare Council. It was moved by Dr Cook and seconded by Mr Hanson that Mrs Anderson be so appointed. The motion was carried.

Acting President. Mr Ray announced that he will be out of the country between March 15 and April 30, the date of expiration of his term as President of the Board. He suggested that an Acting President should be named during that period. It was moved by Judge Hudson, seconded by Miss Brown, and unanimously

RESOLVED, That Mr Sidney Kleeman be named Acting President of the Board of Directors during the absence of the President.

Statewide Organization of Library Trustees. The Librarian reported an interest upon the part of the West Virginia Library Association in the formation of a Trustees' Section of the association. The purposes of such a section would be to promote and foster the development of libraries and library service, and to provide for the exchange of ideas among members through conferences and publications. After some discussion in which it was pointed out, that while very few trustees in the state would have great amounts of time to give to such an organization, if any strengthening of library service in the state were to take place librarians and trustees would be the ones who caused it to happen. The Librarian asked for an expression of interest and willingness to join and support such a section of the state library association. The expression was favorable.

Staff Allowance to Attend ALA Annual Conference. The Librarian reported briefly on the past practice of the Board in making allowances to defray expenses for conference attendance and offered an estimate of the costs involved for this conference. It was moved by Mr Dickinson, seconded by Mr Young, and unanimously

RESOLVED, That the expenses of the Librarian be paid for attendance at the 1953 American Library Association Convention in Los Angeles, California; and that $150 be paid toward the expenses of each of the other members of the staff, not exceeding two, for attendance at the convention.

Staff Allowance to Visit Cincinnati Public Library. The board approved the expenditure of funds to cover the expenses of one professional staff member to visit the Audio-Visual Department of the Cincinnati Public Library for the purposes of observing materials and methods, interviewing the department head, and making a report of the library on the feasibility of establishing a modest audio-visual department in this library.

Exchange meeting with Huntington Public Library Board of Directors. The Librarian asked for an expression of approval of the idea of inviting the Librarian and members of the Board of the Huntington Public Library to visit our our library on April 10, for the purpose of meeting them and talking over library matters. A film from the Brooklyn Public Library entitled The Public Library: A Family Affair would be shown, and coffee would be served by our Staff Association. The expression was favorable, and the Librarian was instructed to determine by mail how many of our Board members could attend. Then, if the number proved adequate, the invitation was to be extended to the Huntington Public Library.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective March 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Change From-	To-	Position
Leave of Absence				
Caroline Diederichs	Mar. 16-28	$159.55	$85.99	Clerk Assistant, Catalog Department
Salary Change				
Eunice Johnson	Mar. 1	72.00	74.50	Clerk Assistant, Circulation Dept. ($\frac{1}{2}$ time)

On motion duly made, seconded, and carried all of the foregoing salary changes, were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 3, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 3, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Kleeman, Acting President
Mrs Anderson
Mrs Brown
Mrs Clark
Dr Cook
Mr Hanson
Colonel Phillips

Mr Kleeman, Acting President, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the meeting of March 6 were read in part and were approved.

Librarian's Monthly Report for March 1953. The librarian read his report for the month of March. In it was described a study conducted by the library department heads of the library's needs for the coming fiscal year and of the priorities to be given to expenditures to meet these needs. The resignation of the Head of the Circulation Department on June 30 was forecasted. And some mention was made of the Librarian's outside activities for the month.

Report of Temporary Committee on Organization (Administration). Mrs Anderson, chairman, read through and commented upon the report of her committee which had been mailed to board members prior to the meeting. Mrs Anderson stated that her committee had found the pamphlet "Standards and Planning,"

published by the American Library Association, to be very helpful. Among the recommendations made orally was one that standing committees of the board be abolished in favor of temporary committees appointed as a need for their services arose and relieved when their work was completed.

Mr Hanson commented and received general agreement from the rest of the board that all annual reports and reports involving general library administration and financial affairs which are to be released to the public, be read in full to the board before such release. The committee chairman, Mrs Anderson, agreed to incorporate that point into the report.

Mr Hanson also suggested a change in wording to describe the Library Board as the legislative and administrative body for the public library. The librarian pointed out that use of the adjective "administrative" in describing the function of the board produced a connotation not in keeping with the statement of functions contained in the Library Trustee, pages 49 and 50, and he read those pages to the board. There was unanimous agreement that the statement as read was entirely valid and applicable to this library.

It was moved by Colonel Phillips, seconded by Mr Hanson and unanimously

RESOLVED, That the report of the Temporary Committee on Organization (Administration), Mrs Anderson, chairman, be accepted, with the changes suggested by Mr Hanson, and with thanks for a fine piece of work.

An amended copy of this report is attached to the minutes.

Report of Temporary Committee on Building and Bookmobiles. Dr Cook, chairman, in commenting upon his report, mentioned that it was being submitted for guidance and information and not as board policy. The Acting President stated that the proposals made in the report would be placed on the agenda for a later meeting, when they would be discussed and voted upon as board policy. It was moved by Dr Cook, seconded by Mrs Anderson, and unanimously

RESOLVED, That the report of the Temporary Committee on Building and Bookmobile, Dr Cook, chairman, be accepted with thanks for a job well done.

A copy of this report is attached to the minutes.

Report of Temporary Committee on Finance. Mr Hanson, chairman, passed out copies of his report and read it aloud to the Board. It was moved by Mrs Anderson, seconded by Dr Cook, and unanimously

RESOLVED, That the report of the Temporary Committee on Finance, Mr Hanson, chairman, be accepted with thanks, as a valuable contribution to the financial planning of the library.

A copy of this report is attached to the minutes.

Approval of Bills. The librarian submitted bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 310 and 311). It was moved by Dr Cook, and seconded by Colonel Phillips that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. The librarian opened discussion of the subject of insurance coverage on the library's contents by calling attention to the explanatory sheet on insurance which had been mailed out prior to the meeting. He passed out two more mimeographed sheets which showed the Kanawha County Public Library insurable values, coverages available under valuable papers and fire policies, and extracts from eight plans submitted to the Board of Education by Mr Surbaugh. After some general discussion, in which it was pointed out that the crucial question to be decided was the percentage of insurable value (i.e. recovery) which the board thought it necessary include in the insurance coverage of the library's contents, it was moved by Colonel Phillips, seconded by Mr Hanson, and unanimously

RESOLVED, That further consideration of the question of insurance on the library contents be postponed until the next meeting of the Board and that the librarian be requested to inquire as to the length of time during which the binder currently in effect be continued.

New Business

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective April 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month - To-Month Basis	Position
Resignations			
Charles Swigger	March 31		Page, Extension Dept.
Employments			
Phyllis Landers	April 6	$49.50	Page, Extension Dept.

Name	Effective Date	Salary Change From-	To-	Position
Betty Jane Thomas	April 1	$154.55	$159.55	Clerk Assistant, Extension Department
Charles Loudermilk	April 1	$259.55	$268.55	Librarian Assistant, Reference Department

On motion duly made, seconded, and carried all of the foregoing salary changes, were ratified, approved, and confirmed.

Mr Hanson moved, Colonel Phillips seconded that the meeting be adjourned until Friday, April 10, at 7:30 p.m. in the Board Room of the library. The motion carried.

Sydney M. Kleeman
Acting President

Mark Cross
Secretary

ORGANIZATION (Administration)
(Temporary Committee on Policy and Objectives)

Chairman: Mrs Wilson Anderson
Members: Judge A. P. Hudson and Mr John Young

Purpose:

To become familiar, through study and discussion, with the principles and practices set forth in library literature on sound principles of management; to recommend to the board a set of principles to cover the administration of the Kanawha County Public Library, and to suggest to the board a program for putting those principles into effect.

Selected Topics To be Examined.

All items listed on committee policy study outline.

Bibliography.

Leigh, R. D. The Public Library in the U.S. Chapters 9 and 11.
A.L.A. Standards and Planning For Public Libraries.
A.L.A. Post-War Standards For Public Libraries.
A.L.A. A National Plan For Public Library Service.
A.L.A. "Four Year Goals" in AIA Bulletin, March 1948. p. 121.

Temporary Committee On Organization (Administration)

The interest of this committee is concerned with the efficient organization of the board to discharge its duties and in staff personnel from the viewpoint of its being efficiently organized to perform its duties.

"Good administration requires that sound principles be followed in the management of a library." Some of these principles as concerns: the Kanawha County Public Library Board are:

1. The library board is the legislative and administrative body for the public library. Its administrative functions are delegated to the librarian who is held accountable to the library board for the results of his administration.

2. The library board approved library policies and makes itself responsible for them (defending or interpreting them before higher authority).

3. The library board normally acts as a committee of the whole. Special committees are appointed for limited periods to consider special problems. Library board meetings are held once a month.

The Chief Librarian:

1. Is the administrator of the library and the technical advisor of the board. He is the secretary of the board and is delegated by that body to manage the normal operations of the library, working intimately with the library personnel. The span of control between him and the staff members directly responsible to him should not be excessive. Division of library functions into work units (departmentation) should be observed and duties of each organization unit and staff positions are clearly defined establishing clearly specific responsibilities and lines of control.

2. The librarian attends all meetings of the board as their administrative executive and participates in their proceedings; presents recommendations and proposals which the board accepts, amends or rejects.

3. The chief librarian prepares the budget of the library, subject to approval by the board; is responsible for book selection; nominates all staff members to the board which appoints library personnel only on his recommendation.

The Public Library Management makes use of progressive administrative devices:

1. Staff meetings.

2. Compilation of official annual and departmental reports

3. Evaluation of the services the library is rendering to the public.

4. Making of surveys of library organization and services (when necessary) by a competent specialist.

5. Reports regularly on library services by newspaper publicity; brief popular reports for the general public (if budget so provides); official reports for the local authorities (Board of Education); filing of statistics requested by state and federal agencies and the American Library Association.

KANAWHA COUNTY PUBLIC LIBRARY

REPORT OF THE COMMITTEE ON BUILDINGS AND BOOKMOBILES

THE LIBRARY BUILDING:

During the past twenty-five years a number of important studies have been made and published relative to the support, growth and operation of public libraries. From such sources one gleans a vast amount of material relative to old buildings and the construction of new ones. In general one finally comes to the conclusion that "library objectives are like political platforms - one must have them but once adopted they are ignored by librarians in every day work!" Small-town libraries have "no objections to objectives" but to achieve them takes time and money which they do not have. This last statement expresses, to a large degree, the basic fault with the whole subject of libraries in West Virginia for we must at all times keep in mind the fact that libraries are just one of the many public or semi-public institutions desiring support at the hands of the taxpayer.

In the case of Kanawha County Public Library, the financial burden rests upon the County Board of Education which in turn inherited this responsibility when the County Unit School System came into being by legislation passed to implement the Tax Limitation Amendment of 1932. In other counties the libraries are supported by: (1) small amounts derived from the city or town; (2) funds from the county court obtained by taxation under a general law providing for "war memorial"; and (3) citizens of the community who contribute time and money to the project because of their love for and interest in such projects.

Does West Virginia then have any public library buildings that qualify under the so-called national standards! The answer is no. We do have several buildings of modern design such as West Virginia University Library, Concord College Library, Morrow Memorial at Marshall College, West Virginia State College Library. All of these were erected with public funds specifically appropriated for their erection but of these we have none for Kanawha County.

In this State we have a few libraries which are over a hundred years old. Two examples are Lewisburg and Romney. We have others which are merely shelters for the books they contain but these represent to no less degree the love of the citizens of the community for those things which a library represents. Parkersburg and Huntington both have buildings constructed partly with the help of the Carnegie Foundation and both represent the architecture of the early 1900s. But in the period when these were being built Charleston was not able to qualify for such help.

As we study reports certain facts impress us. The Enoch Pratt building in Baltimore is so modern that it has display windows right on the sidewalks. Another outstanding model of modern construction is the library in York, Pennsylvania. A visit to the public library in Cleveland would create much wishful thinking. But over on the other side one should consider also the very old library building in Cincinnati which is right in the heart of the city but which is used by an estimated 8,000 people daily.

The question has been asked as to why we have more attractive post offices than libraries. Evidently the questioners do not look around or cannot remember the post office buildings of twenty-five years ago. But here again when we look at a modern post office building we should remember that it was built with tax money,

directly appropriated for the building of that particular structure. One might add that its size and its attractiveness is often in direct proportion to the political ability of the representative in Congress but it would not be fair to forget that every person in a community is interested and uses the post office while this cannot be said of the library building.

THE KANAWHA COUNTY LIBRARY BUILDING

Is there any similarity between a business and a library? Any business man would say that if there isn't there should be. What is the first requirement of either?

The unanimous answer would be a physical plant - a room of sufficient size with good walls, floor, roof and the necessary equipment. The stock is added as demanded and is replenished when depleted, but the actual plant must at all times be kept in good condition if one is to be considered a good business administrator. This is a matter which cannot be left to chance but which requires constant attention, a fact well known to any owner of property.

Then let us look at our plant. First of all we find that we have inherited one of the typical buildings of the early 1900s; massive stone walls, with a dome reaching to the sky, a constant invitation to the elements and the birds. The central part of the first floor we find two large rooms surrounded with small stall-like rooms, high ceilings, narrow windows. Above this rises two more floors of similar proportions. Below is a basement with ceiling height in direct opposition to that found above, but of good, dry construction and easily accessible from the street level. Erected in 1900 as an annex to the old Capitol Building it has housed many kinds of agencies including the State Supreme Court, and the Department of Archives and History together with the State Museum which is a part of that agency. One might add that it has always been a popular place due to its central, convenient location.

When the new Capitol Building was erected uptown and the various State agencies moved out the little public library which had been housed in an old World War I building on the bank of the Kanawha River moved into part of the present quarters.

Now what are the points for and against this building? Experts tell us that a public library should be centrally located where it will serve the greatest number of people. Most persons agree that it should be entered from street level - in other words it should conform to the requirements of a good department store, a drug store, or a bank. Also we are told that it should combine these qualifications with beauty and charm.

It would seem that on one point this Library is perfect and that point is location. Certainly it has not the beauty nor the usefulness of the building which was planned for the lot in the 1400 block of Kanawha Boulevard nor could it stand comparison with the Virginia State Library, in Richmond, but would either of these two serve the people as well as our old building in its present location?

But what about the interior? That it was not planned for a library is perfectly evident when one notes the very high ceilings. However, this could be converted into double decks of book stacks, of standard height, almost doubling the present book space on the main floor.

There is a tendency in many libraries to have central stacks, many reaching into the basement, near the main work desks. This is probably quite in order but in our case, it should be recalled that the whole "work" and "use" sections revolve around the old "grand central" staircase. Originally in the center there was an elevator, of the old semi-manual type. This required an operator. Would it not be desirable to install a new modern automatic elevator? The central "well" is now there and this would save a most extensive set of alterations. The old base has been sealed up but this offers no unusual engineering problems. There may be those who object to the automatic elevator. True it may cost $20,000 or more, but it would tie the whole building together, destroy employee complaints, etc. Some objections may be registered; children may try it out but it is assumed that this type of elevator is more or less foolproof.

One school of thought urges that "alterations and obsolescence" sometimes cost more than new work, but that is debatable with today's labor conditions. The building has no "lecture" or meeting room, unless the old Supreme Court on the second floor be used. However, public meeting rooms are condemned by most librarians, as it leads to "squabbles" about who is who and who shall use it. In any event extensive changes should be predicated on the basis of needs 20 years hence.

It might be possible to do some shifting of offices and rearrangement in the use of rooms. The present walls are so "strong" that most anything could be done that involved weight. Space and light would involve considerable study, as would the best use of the basement. The basement, however, is a must item in the handling of incoming books, and the work of the "Bookmobile."

In order to get some idea of what is done elsewhere and to be elsewhere and to be fair in this hurried appraisal the committee has examined some material from Montgomery County, Maryland. This county claims to be the only one in the United States where 50% of the population over 25 have completed high school. It is also one of the few that operates under a new State "county unit" setup which derives 67% of its support from real estate taxes. (That of course would be out of the question under the legal setup in West Virginia). The central library and agencies received $206,759.00 in 1951-1952. The population has increased in the county from 49,000 in 1930 to 172,000 in 1950. It is only fair to say here however that this population is largely made up of government employees as Montgomery County is almost if not actually a suburb of the city of Washington.

It is a far cry from the situation in Charleston and Kanawha County to that of the city of Wheeling, set down in the great industrial center of West Virginia. Here the library is housed in the old Maxwell mansion and has around $43,000.00 a year with which to operate. An interesting aside is that in this library building was born Sallie Maxwell, (Mrs Louis)Bennett, in later years was to present the Bennett Memorial Library to the city of Weston. A conference with officials connected with the Wheeling Library disclosed that the librarian has to be book buyer, cataloger, public relations officer and just about open and close the home of the books for Ohio County. So it is with other communities. Huntington, with its Carnegie Library building has about $62,000.00 a year with which to operate and the funds come from a levy and contributions from perhaps two other sources. The same is true of Parkersburg.

With all these facts in mind and while it may be out of this committee's field, we can hardly refrain from the observation that a knowledge of the story back of the Kanawha County Public Library certainly makes one appreciate the support and interest of the Kanawha County Board of Education. The continuance of such support is subject to consideration out of our assignment. On the other hand no fair appraisal can be made unless consideration is given to the fact that if the Board of Education, as such, does not support the library then the only other avenue is to take advantage as best we may of the provisions of the general law insofar as it applies to public libraries.

Returning now to our building, your committee, with the consent of the Board, secured the service of Randolph Patteson, of the firm of Montgomery and Patteson, Architects, who kindly made an inspection of the building. Mr Patteson pointed out that some minor needs and emphasized the importance of a thorough examination of the roof. He agreed with statements made earlier in this report regarding double book stacks, the possibility of installing an elevator and made other suggestions regarding the outside of the building which would greatly improve its general appearance. He could find no defects in the soundness of the building as a whole. It was estimated that repairs might be made and an Otis elevator installed for around $30,000.00 which would render the entire building useful.

BRANCH LIBRARIES:

This committee has not gone into this subject in any extensive way. Some authorities state that a city of 150,000 population is justified in having three branches. We naturally assume that if Charleston were to attempt this that it would involve the erection of or acquiring of additional buildings.

Our one branch devoted to a large degree to Negro schools is as you know located in Garnet High School. There is a question as to whether this should be continued as a branch of this library or placed directly under the Board of Education as a school library. The committee of the American Library Association appointed in 1926 to study the feasibility of placing branch libraries in school buildings certainly did not encourage such practice.

South Charleston has a very nice small library which receives cooperation at least from our library. It also gains some support from the city of South Charleston. St. Albans also has started its own library. Do these two agencies so close to metropolitan Charleston, eliminate the need for branches? It is a question open for further study.

BOOKMOBILE:

The Extension Department of the Public Library is charged with responsibility for library service to some 166,000 citizens of Kanawha County outside the city of Charleston. The geographical area of the County is 908 square miles and according to the official figures of 1950, Bureau of the Census, there are only eight communities including Charleston, which have more than 1,000 population, and only 17 having more than 500. Most librarians are agreed that communities having a population of 2,000 should have a branch library and that those having fewer population should be served by a Bookmobile, with a trained librarian aboard who is charged with the distribution and collection of books. Of course the extent of hard surfaced roads is an important factor in determining the amount of Bookmobile service possible.

At present this library has in its extension department:

One Bookmobile - a 1941 model.
Two librarians, three clerical assistants, 1 clerk-driver, two pages (who work a total of 33 hours per week).
An office on the ground, or basement floor, which consists of two storage rooms, and some additional stack space.
A budget of $8,500.00 for books.

This one Bookmobile serves three community stations - St Albans, South Charleston and Decota Woman's Library. It has fifty-four school stations of which 18 have adult collections. Of this number only 26 have had exchange collections this year - a cut made because the staff did not feel that it was able to carry such a load.

Now the question is, what is the responsibility of the Kanawha County Public Library, supported by the County Board of Education, to the citizens of the County living beyond the limits of the city of Charleston? This is a question which should receive further study and attention.

CONCLUSIONS:

Your committee is aware of the fact that what we have done and here recorded will not suit everyone. Some points may not have received as complete attention as desired. But it is hoped that we have approached the questions with a common sense point of view which considers at all time the good of both the library and the community. Predicated on our knowledge of the history of this and other libraries within the State, we feel that Kanawha County is fortunate in having this library system without having to depend upon the generosity of a few public spirited citizens, whose support cannot help but be irregular.

Second, we find that our financial support is not equalled in any other county in the State.

Finally, even though our library does not measure up to so-called National standards - and we might add to the hopes and ambitions of many of the Board, still it is a plant which can be greatly improved with repairs and alterations of minor proportions to the building. In light of these generalizations, we recommend:

1. That the roof be repaired if found necessary.

2. That an elevator be installed.

3. That estimates be obtained for the installation of double-deck stacks on the first floor, if needs indicate this increase in space.

4. That an additional bookmobile be obtained to provide greater and more equitable services to Kanawha County citizens living outside the city of Charleston.

April 2, 1953.

TO THE BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY
CHARLESTON, WEST VIRGINIA

The Policy Study Committee on Finance is pleased to submit this report on its work and to present its recommendations for your approval.

The members of your committee attempted first of all to become more familiar with the principles of public library financial support and the quantitative standards of library finance established by the American Library Association through the study and discussion of the literature available in the library and recommended for this purpose by the librarian.

This done, the first step in our work was to make a thorough study of the financial history of the Kanawha County Public Library over a reasonable period of time. Our objectives in making such a study were threefold:

(1) To ascertain if our expenditures were being distributed according to the desired norm suggested by the American Library Association to achieve a balanced program of expenditures.

(2) To measure, if possible, the expenditures, and the trend of expenditures, in relation to the services rendered by the library to Charleston, to the area outside Charleston, and to the county as a whole.

(3) To obtain basic data and information to form as complete a picture as possible of the library's financial situation which would be helpful in formulating our recommendations to the Board.

In other words, we wanted to know where we have been, where we are, and where we are going.

In the course of this study, we reviewed only the records, reports and minute books which are available at the library. No information was requested from the Board of Education. Mr. Crum and Miss Ammar were most cooperative in furnishing us with the requested material and information and in answering our inquiries.

Instead of wearying you with a mass of details, we have boiled down our pertinent findings in two schedules, "Comparative analysis of costs and expenses" and "Expenditures per capita and per volume of circulation" which are attached hereto. Your attention is invited to these schedules in connection with the comments which follow.

You will observe, first, that we have selected for analysis three years, with 10-year intervals, over the past two decades: Year 1932-1933, hereafter referred to as "1932"; year 1942-1943, hereafter referred to as "1942"; and year 1951-1952, hereafter referred to as "1952". We chose 1932 because the library had not then begun its extension service. The lending of books in the county from the library bookmobile commenced in December, 1934, the year in which the library became a part of the county unit school system. Since actual expenditures were not available for 1932, we have used the budget figures for that year in the analysis. A new bookmobile with greatly increased capacity was placed in operation during 1942, furnishing the same basic lending service as today. This is the reason for our choice of 1942. Here, too, we had to use budget figures instead of actual expenditures. 1952 represents our current activities. Instead of using the budget for 1952-1953, which we need not tell you is the same as the budget for the previous year, and in order to get a more accurate distribution of the disbursements, we used the actual expenditures for 1952.

Neither the library budgets nor the records of actual disbursements are broken down between Charleston and the area outside Charleston. We feel that this segregation of expenditures is of considerable importance in the financial administration of the library. As stated in our published annual reports, "The Kanawha County Public Library is an outgrowth of the community library service which was begun in Charleston in 1909." It served as a city library for 25 years,

and it was not until 1934 that it became a county library. Although the county-wide service has gradually increased since that year, the library retains much of its essential character of a down-town library for Charleston. The library building is located in Charleston, the administration is here, the book collections are housed here, and the reference department functions here. And, unlike the services rendered to the people outside Charleston, the library renders continuous service daily to the people of Charleston. The county service, we might say, is subsidiary. This is the reason for making a segregation of the expenditures. We have allocated a portion of the main library expenditures to "outside Charleston." Some allocated amounts represent actual and easily identifiable expenditures for extension work. Others are allocated on basis of estimates made by the library staff and accepted by the committee as fair and reasonable.

You will also note that the expenditures have been grouped under three headings: "Salaries", "Books", "Building and other expense". This grouping conforms to the distribution used by the American Library Association and permits of comparison with the national average distribution of public library expenditures. In considering this grouping it may be noted that the salaries of the building staff are shown under "Building and other expense" instead of "Salaries", as customarily done; also that the expenditures of the Garnet Branch have been classified and included under the three expense groups for Charleston.

The total expenditures of the library amounted to $23,307 in 1932. Ten years later, in 1942, the total had risen to $51,070, an increase of 119%. The library was now furnishing a substantial extension service, and we must note that this was done at a comparatively small cost. Coming to 1952, a decade later, the total cost of operating the library had reached $137,797, or

more than 2½ times the 1942 figure. Although the cost of servicing the area outside Charleston, amounting to $34,306, was about 5 times the 1942 figure, the cost per volume of circulation showed a decrease. The percentage increases in the various expense items making up the totals are set out in the schedule for your ready reference and consideration.

How does the distribution of the Kanawha County Public Library (KCPL) expenditures compare with the desired norm suggested by the American Library Association (ALA)? The answer is given in the following tabulation:

	1942			1952		
	KCPL	ALA	Over (Under) ALA	KCPL	ALA	Over (Under) ALA
Salaries	52%	55%	(3%)	59%	60%	(1%)
Books	30	25	5	27	20	7
Building and other expense	18	20	(2)	14	20	(6)
Total	100%	100%	-o-	100%	100%	-o-

We believe you will agree that the answer is quite favorable. However, if we were to transfer, say, 6% of the allocated 1952 funds from "Books", making this item 21% of total, to "Building and other expense", thus making that item 20%, we would achieve an almost perfectly balanced program according to ALA standards. Six per cent of our total expenditures of $137,797 amounts to $8,268. And in view of the necessity for spending a substantial amount of money on delayed repairs and maintenance of the library building, it seems to your committee that it would be desirable as well as good practice to make such a transfer in allocation of funds and earmark an additional $8,000 for "Building and other expense". Before leaving the subject of the building, we would like to point out, as indicated in the summary analysis, that the 1952 expense item for "Building and other expense" is only 2½ times what it was 20 years ago while our total expenditures

are nearly 6 times what they were in 1932.

When we attempt to measure our expenditures or requirements for funds in relation to services rendered by the library to Charleston, to the area outside Charleston, and to the county as a whole we enter a realm where differences of opinion are likely to exist with respect to the appropriate yardstick to be used. The American Library Association maintains, with much emphasis, that appropriations of funds for public libraries should be made on a per capita basis. We have found no other suggestion in their published standards. Their recommendations for minimum per capita standards as applying to our library follow:

	1942	1952
For limited or minimum service	$1.00	$1.50
For reasonably good service ..	1.50	2.25
For superior service	2.00	3.00

Your committee cannot agree with the ALA in using the per capita yardstick to measure the sufficiency of funds or lack of funds for operating the library. To use such a yardstick without regard to the factors of circulation of books or number of registered borrowers, among other things, does not appear to be adequate, fair or intelligent. In fact, it seems like putting the cart before the horse. A business concern does not calculate its cost of doing business, or cost of sales, on basis of the number of actual or prospective customers in its particular line of business, and much less on the basis of total population of the area which could be serviced with its merchandise. The costs and expenses of doing business by the concern are measured by the units of merchandise sold. Another argument for our viewpoint, and one that must carry a great weight, is that appropriations for school funds are allocated on basis of the number of pupils and not on basis of population. For these reasons, we are firmly of the opinion that our library expenditures ought to be measured

by the services rendered and not by population. We realize, of course, that this is easier said than done. Many intangibles enter into these services which cannot be measured. Take the reference department as one example. Its services cannot be measured in quantitative terms.

Your committee has come to the conclusion that the circulation is the best yardstick to use in measuring the services rendered by the library. The circulation reflects also the number of registered borrowers. Although we don't maintain it is a perfect yardstick, it does come closest to showing, in a quantitative way, the number of units of library merchandise sold, so to speak. It may seem disrespectful to speak of books as units of merchandise sold but the lending of books - or sale of books, in business terms - represents, we believe, the primary function or business of the library.

Referring to the attached schedule, let us first look at the expenses per capita. In 1932, before the county-wide service was started, the expense for Charleston was 39 cents per capita. In 1942, the Charleston expense per capita amounted to 65 cents. It may be mentioned here that, according to the American Library Association, the national average library expense in 1946, the latest year for which total statistics are available, was only 52 cents per capita. In 1952, our expenditures for Charleston had risen to $1.41 per capita. This compares with the ALA standard of $1.50 for limited or minimum service. But we hardly think of the Charleston library service as being "limited or minimum". The cost of servicing the area outside Charleston was 5 cents per capita in 1942 and rose to 21 cents in 1952. The average for the entire county amounted to 57 cents per capita in 1952. So much for the per capita expense, at least as far as the past is concerned.

Let us now consider the record of disbursements in terms of expense per volume of circulation. In 1932, it was 14 cents per volume for Charleston.

In 1942,the like expense was 37 cents. It went up to 39 cents per volume in 1952. The total expenditures rose somewhat faster than the circulation between 1942 and 1952, resulting in the increase of 2 cents per volume. The increase in expenditures was 134% as compared with an increase of 121% in circulation. The reverse is true with respect to the area outside Charleston. There, the expenditures rose 404% while the circulation increased by 458%. This resulted in a reduction of 2 cents per volume, from 17 cents in 1942 to 15 cents in 1952. The gains in circulation figures during the past decade are quite impressive and may point a way toward the formulation of a financial policy. In 1942, the circulation of books in Charleston averaged 1-3/4 volumes per capita. By 1952 it had reached 3-2/3 volumes per capita. But the 1952 circulation, it must be noted, is not up to the minimum ALA standards. Looking at circulation in the area outside Charleston, we find that it averaged 1/3 volume per capita in 1942 and increased to 1-1/3 volume per capita in 1952. But here is even more room for trying to raise circulation to the ALA standards.

For Kanawha County as a whole, the annual expenditures increased approximately 170% during the ten years from 1942 to 1952. This compared with an increase of about 206% in circulation.

The library year ends on April 30, whereas the budget and fiscal year ends on June 30. As a result, the figures on expenditures published in our annual reports cover twelve months ending April 30 while the actual expenditures made for the twelve months ending June 30 under the approved budget for such period are not presented. For example, the Annual Report for 1951-1952 showed total expenditures of $128,910 for the period May 1, 1951 to April 30, 1952. The actual expenditures for the year ended June 30, 1952 totaled $137,797. It makes it confusing to deal with actual figures on expenditures for two different periods relating to two different budgets. This ought to be changed so

that the library year will coincide with the budget and fiscal year. It will permit the Library Board to make a more intelligent comparison between actual and budgeted expenditures.

This study has given your committee a better perspective on the operations of the library, particularly from the financial standpoint, which should be of value in dealing with future developments. It has also increased our appreciation of the splendid support and steady interest given to the library by the Kanawha County Board of Education over the past years. Our principal observations and conclusions may be briefly summarized as follows:

> The past decade witnessed a marked progress in the services rendered by the library. The circulation of books more than tripled between 1942 and 1952. And the book stock was about 2½ times larger in 1952 than in 1942.
>
> Despite the rising costs of salaries, books and supplies during that period, the progress was accomplished at a reduced expense per volume of circulation or unit of service.
>
> This achievement would seem to constitute ample justification for the appropriations made by the Board of Education in the past and for appropriating additional amounts needed to expand the services of the library in the future.
>
> On the negative side, it must be noted that insufficient funds have been allocated from the annual appropriations for ordinary current repairs and maintenance of buildings and equipment.

As a result of our study we present for your consideration the following recommendations:

(1) That the budget for next year be prepared in accordance with the grouping of expenditures used by the American Library Association, but without segregating it between Charleston and the area outside Charleston; and that we adhere as closely as possible to the allocations suggested by ALA, viz. 60% for salaries, 20% for books and 20% for building and other expense.

(2) That the librarian be requested to furnish all members of the Library Board with a financial report, in simplified form, at regular intervals, say, every three months. Such report should show the actual expendi-

tures for the period, the accumulated expenditures for the year, the budget figures, and the unexpended amounts of the budget. Further, the report should be made up according to the ALA groupings of expenditures and segregated between Charleston and the area outside Charleston.

(3) That the by-laws be amended, changing the library year ending April 30 to coincide with the fiscal year ending June 30.

(4) That all means be exerted to increase circulation further, particularly in the area outside Charleston, so as to justify our requests for additional appropriations, making this a true county library.

(5) That, since our relations with the Kanawha County Board of Education have proved so satisfactory in the past and since library service represents an essential part of our educational system, it is our considered opinion that we continue to request financial support for the operation of the library from the Board of Education as in the past and do not seek funds elsewhere for ordinary operating expense.

(6) That the individual members of the Library Board use their influence and assistance in getting a "Friends of the Library" organization formed in Charleston to which we could turn for help in connection with special projects.

Respectfully submitted,

ARTHUR HANSON

WALTER C. PHILLIPS

C. C. DICKINSON

Committee.

COMPARATIVE ANALYSIS OF COSTS AND EXPENSES

KANAWHA COUNTY PUBLIC LIBRARY

For the years 193[illegible]-33, 194[illegible]-43 and 1951-52

	[illegible]-[illegible]		1942-1943			1951-1952		
	[illegible]	Per [illegible] of [illegible]	Budget	Per cent of total	Increase over [illegible]-[illegible]	Actual expenditures	Per cent of total	Increase over 1942-1943
CHARLESTON								
Salaries								
Library staff - Main library	$[illegible],500		$[illegible],000		1.6[illegible]	$ 76,760		224%
Less: Extension dept. & bookmobile driver; portion of catalog dept. and general administrative salaries	-o-		4,1[illegible]8			21,426		
Net for Main library staff	$[illegible],506		$19,56[illegible]			$ 55,334		
Add: Library staff-Garnet Branch	-o-		[illegible],[illegible]1			4,034		
Library staff - Charleston	[illegible],[illegible]	4[illegible]%	[illegible],6[illegible]	51%	11[illegible]	$ 59,368	57%	163%
Books								
Books, periodicals, binding, etc.	$ 5,000		$15,46[illegible]		[illegible]	$ 37,886		14[illegible]%
Less: Allocation to extension dept.	-o-		1,16[illegible]			9,869		
Net for books - Charleston	$[illegible],[illegible]	11%	$[illegible],[illegible]	[illegible]	[illegible]	$[illegible],[illegible]7	[illegible]7	96[illegible]
Building and other expense								
Salaries of building staff; repairs, maintenance & alterations; utilities, insurance, equipment & sundry expense	$ [illegible],[illegible]7		$ 8,9[illegible]			$ [illegible],117		
Less: Allocation to extension dept.	-o-		1,5[illegible]			3,011		
Net for bldg. & other exp. - Charleston	$ [illegible],[illegible]7	[illegible]1	$ 7,4[illegible]	17[illegible]	[illegible]	$ 16,106	16%	118%
TOTAL FOR CHARLESTON	$[illegible],[illegible]7	[illegible]1%	$44,[illegible]64	1[illegible]%	[illegible]	$133,491	100%	134%
OUTSIDE CHARLESTON								
Salaries								
Allocated by Charleston - see above	$ -o-		$ 4,128	9[illegible]%		$ [illegible],4.6	6[illegible]%	419%
Books								
Allocated by Charleston - see above	-o-		1,16[illegible]	17%		9,869	29%	749%
Other expense								
Allocated by Charleston - see above	-o-		1,[illegible]16	[illegible]%		[illegible],011	9%	99%
TOTAL FOR OUTSIDE CHARLESTON	$ -o-	None	$ 6,3[illegible]6	100%		$ 34,306	100%	404%
GRAND TOTAL	$[illegible],[illegible]7		$[illegible],[illegible]7[illegible]		11[illegible]%	$137,797		[illegible]7%
SUMMARY OF GRAND TOTAL								
Salaries - Library staff	$1[illegible],[illegible]5[illegible]	4[illegible]	$[illegible],[illegible]6[illegible]	[illegible]	$ [illegible]4	$ [illegible],[illegible]04	59%	203%
Books	$[illegible],[illegible]	[illegible]	[illegible],4[illegible]%	[illegible]	[illegible]	[illegible]7,[illegible]6[illegible]	27%	145%
Building and other expense	[illegible],[illegible]7	[illegible]	[illegible],[illegible]3[illegible]	1[illegible]%	14	19,117	14%	114%
	$[illegible],[illegible]7	[illegible]%	$[illegible],[illegible]7	100%	11[illegible]	$137,797	100%	170%

EXPENDITURE PER CAPITA AND PER VOLUME OF CIRCULATION

Kanawha County Public Library

For the years 1932-33, 1942-43 and 1951-52.

	Total expenditures	Population		Circulation	
		Per census	Exp. per capita	Total volumes	Exp. per volume
1932-1933					
Charleston	$ [illegible]	60,371	$ .39	[illegible]	$ .14
Outside Charleston	None	97,219	None	None	None
Total for county	$ [illegible]	157,590		163,834	
1942-1943					
Charleston	$ 44,164	67,914	$ .65	[illegible]	$ .37
Outside Charleston	6,806	1.7,705	.05	[illegible]	.17
Total for county	$ 51,070	[illegible]	$ .26	[illegible]	$ .11
[illegible]					
Charleston	$193,491	[illegible]	$1.41	[illegible]	$ .3[illegible]
Outside Charleston	34,306	136,1[illegible]8	.11	[illegible]	.1[illegible]
Total for county	$137,797	[illegible]	$ .87	491,1[illegible]3	$ .2[illegible]

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

April 10, 1953

The recessed regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 10, 1953 at 7:30 p.m. in the Board Room of the Library.

The following members were present:

Mrs Anderson
Mr Hanson
Mr Young

The Librarian acted as Secretary and reported that a quorum was not present.

The meeting was recessed until May 8, 1953.

Sydney M. Kleeman
Acting President

Mark Lewis
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 15, 1953

The annual meeting of the Board of Directors of the Kanawha County Public Library was held on May 15, 1953, at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mr Kleeman, Acting President
Mrs Brown
Mrs Clark
Dr Cook
Mr Dickinson
Mr Flinn
Dr Riggleman
Mr Young

Mr Kleeman, Acting President, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the April 3 and April 10 meetings were approved by the board.

Librarian's Monthly Report for April 1953. The librarian read his report for April. It included a brief review of some of the special projects undertaken by the various departments of the library. It also described his own activities for the month both inside and outside the library.

Librarian's Annual Report. The librarian prefaced the reading of his report with an explanation of his proposal that library publish for distribution to the general public a less formal, abbreviated, more popular annual report, and distribute the formal report to the members of the board only.

The librarian then read his report for the year ending April 30, 1953. It was divided into four parts: Staff, Headline Events, Administration, and Statistics.

Upon motion by Mr Dickinson, seconded by Mrs Brown it was unanimously

RESOLVED, That the Annual Report of the Librarian be received, filed, and a copy sent to each member of the Library Board. A popular report is to be drafted by the Librarian, presented to the board, then distributed to the friends of the library, the public, and the press.

Approval of Bills. The librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills No. 312 and 313). It was moved by Dr Cook and seconded by Mr Hanson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Insurance. The librarian announced that the Board of Education has approved an insurance plan for the library contents. Under it, office supplies, furniture and equipment, and shelving, are covered by a $53,000, 90% coinsurance, fire policy. Books (25%), card catalogs and shelf list (25%), picture collection (100%), pamphlet collection (100%), microfilm collection (100%), and clipping file (100%), are covered by a $165,385.84 Valuable Papers policy at the percentages of insurable value shown.

There was "general satisfaction" among the members of the board with the action of the Board of Education in approving an insurance plan for the library.

Roof Repairs. The librarian reported the findings of Mr Tucker and Mr Lake Shawver on the condition of the library roof, namely that the roof required extensive repairs soon and that it would cost $3,408 to do the job. The Acting President referred the matter to the Budget Committee for study and recommendation.

New Business

Nominations for Board Membership and Board Officers. The Acting President explained that a nominating committee was being appointed to make nomination to the Library Board for appointments to fill the expiring terms of Mr Dickinson, Dr Hoffman, and Mr Kleeman. The new nominations will be forwarded to the Board of Education for its approval. The committee will also nominate a slate to fill the offices of president, vice-president, and secretary for the coming year. Library Board officers will be elected by the Library Board. The nominating committee named by the Acting President was as follows: Mr Hanson, Chairman, Mrs Anderson, and Dr Riggleman.

Workshop in Library Management. The librarian explained the program and purposes of a library administration workshop to be held at Western Reserve University by Dr Ralph Shaw from July 6-24. He asked that the library send him there rather than to the Annual Library Conference. Upon motion by Mr Hanson, seconded by Dr Cook, it was unanimously

> RESOLVED, That the Librarian be granted leave of absence with pay, and that his expenses be paid, to attend the Workshop in Library Management, in place of his attending the Annual Library Conference at Los Angeles in June 1953.

Redesignation of One Library Position. The librarian requested permission to change the designation of one library position from Clerk to Senior Stenographer effective June 1, with an increase in base pay of $13 per month, becuase the job has grown in stature and responsibility since its creation one year ago. Upon motion by Mr Flinn, seconded by Mr Dickinson, the redesignation of one position was unanimously approved.

Budget. A Budget Proposal, prepared by the librarian as a working document for the action of the budget committee, was referred to the Budget Committee for study and recommendations.

Library Entrance. Dr Cook reported that several complaints had come to him, and he had personally observed, that the front entrance of the library badly needed a cleaning. He suggested that the steps be hosed off daily and that a water pipe be installed in order to make this possible.

June Board Meeting. The Acting President pointed out that the next meeting of the Library Board would be an important one since the business of a general statement of objectives for the library would be discussed.

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective May 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month-To-Month Basis	Position
Elizabeth French	May 1	$91.20 (May only)	Part-time Clerk Assistant, Boys and Girls Dept.
Thomas DeLauder	May 1	43.12	Temporary Truck Driver
Bernard Schaaf	May 1	85.50 (May only)	Page, Circulation Dept.
George W. Payne	April (3 days)	45.90	Substitute Bookmobile Driver
Resignations			
Phyllis Landers	May 16	31.50	Page, Extension Dept.

Name	Effective Date	Salary Change From-	To-	Position
Joan Harrison	May 1	$149.55	$154.55	Clerk Assistant, Office
Charles F. House	May 1	$225.55	$228.05	Bookmobile Driver

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Sydney M. Kleeman
Acting President

Mark Cowan
Secretary

REPORT OF THE LIBRARIAN

FOR THE YEAR 1952-1953

To the Board of Directors of the Kanawha County Public Library.

Ladies and Gentlemen:

Administratively this has been a year of acclimation to a new Head Librarian and to his proposals for action. It has been oriented toward an increasing awareness of the need to enlarge our present library service and to extend all services more uniformly throughout the county. This will be the course of library growth, whenever it occurs. Until we have the money and the public support to sustain that growth, time and effort can best be utilized in performing our present services well, perfecting our abilities and working methods, and in planning carefully and realistically for the future.

"Chance favors the prepared mind."

THE STAFF

It is appropriate at the time of annual reporting to mention the staff. This group, from page to department head, performs the actual work of the library. Each person fits his personality and effort into the pattern of the library's work. This group is the team.

Teamwork is a term loosely applied to many group relationships. But in libraries it has particular significance. Everything done in a library is pointed toward the single aim of equipping the reader with information. The librarian who works with the public in a circulation, reference or advisory capacity is utterly dependent for his success upon the people working behind the scenes to select materials for purchase, order and receive them, catalog, prepare them for the shelves, and handle them in daily use.

Each member of our staff seems to understand and accept the truth that the success of the library in its ultimate aim of matching the library resources with the patron's particular need quickly and efficiently, depends upon his doing his work skillfully, cheerfully, rapidly and accurately.

Without such a devotion to public library service on the part of the staff the Head Librarian and the Board could do little. When it is present it should be valued for the rare and precious quality that it is. The most the Head Librarian and the Board can do is to encourage, appreciate, nurture, and, in general, provide a physical plant and administrative climate in which it can flourish.

HEADLINE EVENTS

The watchword for this year's library activities and services seems to

have been "carry on." We did carry on. We kept the doors open. We continued to select materials for purchase, we cataloged them and placed them on the shelves to keep the collection abreast of current publication. We helped readers to use the catalog, to find wanted information, and we lent them pamphlets and books to read at home. Behind the scenes we kept records and supervised the budget and personnel activities. The bookmobile wheeled around the county regularly on its two week cycle.

We carried on with all of our traditional services and duties.

But we gave attention to some non-routine jobs, too.

The dead vines which covered most of three sides of the building finally were hauled down in December. As the weather grew warmer, the garden clubs went into action on their plan to replant the library's grounds, with considerable improvement in the appearance of the building.

Inside changes took place, too. Three truckloads of accumulated dirt and debris were carried down from the third floor and dome and were hauled away. A canvas chute fire escape was mounted on the third floor and securely braced for emergency use. A basement room was cleared of books, cleaned, painted and put into use as a staff room. Some of the furnishings were donated by members of the board. Others were bought from association funds.

Inventories take place in the business world at least once a year. In libraries they are infrequent chiefly because they are so extraordinarily time consuming. Each shelf list card must be matched with its book by checking for the book on the shelf, in the circulation, in special collections, at the bindery, among the overdues, and probable out of place locations. The staff of the catalog department assisted by others conducted a complete inventory of the main library between June and December of 1952.

The appointment of a Superintendent of Buildings and Grounds has saved the library money which would have had to be spent for electrical, plumbing, tile setter, and carpenter services. It has also resulted in better cleaning and maintenance in the library building.

The records of the library are completely devoid of any statement of overall policy or objectives, any statement of long range goals, or any plans for the development of library service in the county. In order to provide such a program and statement of policy the board agreed to appoint eight temporary committees to study published library policies and objectives, to adapt them for use in this library, and suggest a program for attaining the goals implied in them.

A complete inventory and evaluation of the contents of the library building were made for insurance purposes when it was discovered that the library's insurance coverage was inadequate.

Job descriptions have been written for every position in the library.

ADMINISTRATION

Mr. Crum reported for duty on June 16, 1952, and assumed the Head Librarianship, succeeding Mr. Robert North, Jr., on July 1, 1952. The budget for this fiscal year was passed upon by the Board of Education on July 10, 1953, and set at $137,972.89, the same figure as that of the previous year and $10,027.11 less than budget proposed by the Library Board of Directors. The first task confronting the Librarian and Board was to rebudget expenditures within the appropriation.

The new librarian then turned his attention to learning as much as possible about how the library had been run in the past - including everything from board action and librarian's aspirations to hours of opening and the combination of the safe.

As this process of learning continued it soon became evident that the administrative effort for the year could be concentrated in four areas (1) Supervision of the daily routine and professional activities of the library such as book selection, cataloging, service to the public, and record keeping (2) Supervision of expenditures, particularly for books, as scheduled in the budget (3) An examination of the established routines and work patterns of the various departments beginning with job descriptions and routine manuals and progressing to position classification and an administrative manual (4) Cooperation with the Library Board of Directors in the formulation of a comprehensive statement of policies and objectives which would constitute a long range program for the planned development of the library.

The supervision of daily routines and services has been made easy because of the ability and devotion of each member of the staff in carrying responsibility for his share of the work. Occasional staff meetings and department head meetings are sufficient to give information, assign new responsibilities, or report results.

Examples of supervisory or administrative changes made this year are the introduction of a system for school teachers, rather than the extension librarian, to select books to be sent to their classrooms on deposit, a staff association detailed study of performance ratings and the feasibility of their application to this library, and a study by department heads of the priority among the library's needs for increased staff, materials, facilities, and equipment.

Budget expenditures were relatively easy to control through the utilization of existing recording methods, reporting channels, and summarizing reports. The book budget was apportioned among the various departments for the first time this year. And some modification was made in the form for recording monthly expenditures for books and binding. Otherwise the existing pattern of expenditure control was followed with success.

The evaluation and adjustment of internal management and performance of library business was pursued through the preparation of job descriptions for each position in the library. These are being converted to job specifications through the addition to each of the statement of qualifications. It is hoped that these will form the basis for a classification of positions based on the difficulty and responsibility associated in each position. Routine manuals for several departments are in the draft or outline stage and will be completed within the coming year. It is recognized that some analysis of our costs per unit of work accomplished or unit of service rendered is an important area of management for future study.

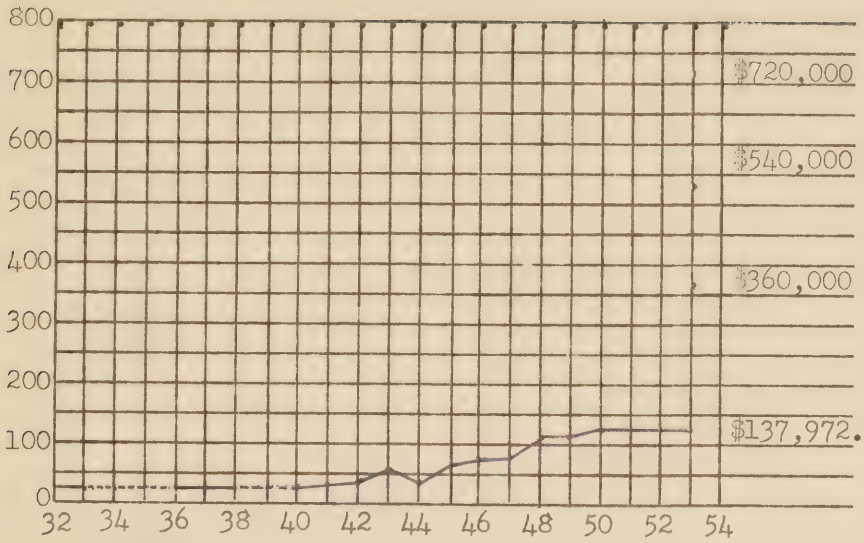
The problem of developing a realistic and attainable plan for the extension and expansion of public library service, which would unify and concentrate the effort and thinking of the board, the staff, and the librarian, was attacked by the appointment of eight temporary committees on Government, Finance, Public Relations, Objectives, Personnel, Buildings and Bookmobiles, Organization and Book Collections. These committees are to prepare statements of policy and objectives for presentation to the entire board and to suggest a plan for attaining these objectives. To better acquaint the members of the board with the personnel, facilities, and services given, group visits have been made to all but one of the library's departments.

STATISTICS

Budget

The budget for the library stood at $138,301.37 for fiscal 1952/1953. Of this amount, $137,972.89 was appropriated by the Kanawha County Board of Education from its funds. $328.48 was received from the sale of unwanted library books. Two graphs with a common horizontal scale and differing vertical scales create different impressions about the growth of the library budget over the past twenty years. One graph shows an increase of 678% in that period. The other graph shows the total appropriation to be 38% of that amount established by the American Library Association as necessary for limited or minimum service to a population of 240,000.

Budget in
thousands of dollars



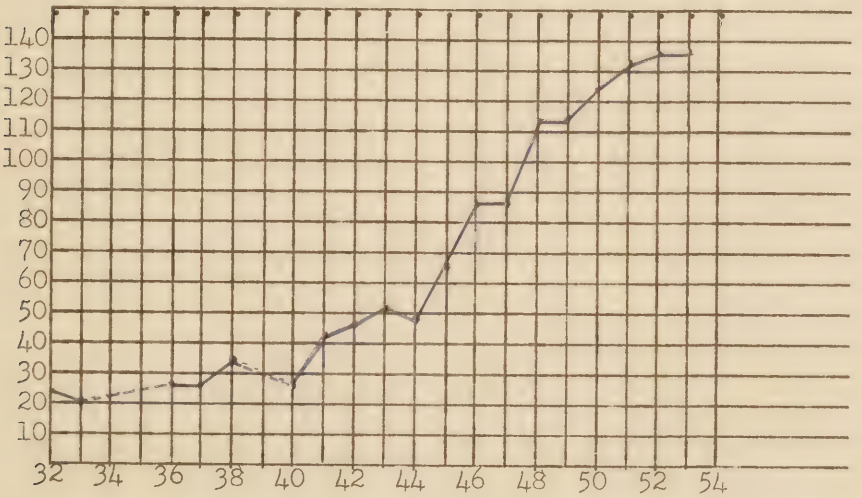
ALA STANDARD FOR SUPERIOR SERVICE

ALA STANDARD FOR REASONABLE GOOD SERVICE

ALA STANDARD FOR LIMITE OR MINIMUM SERVICE

38% OF ALA STANDARD FOR LIMITED OR MINIMUM SERVICE

Budget in
thousands of dollars



$137,972.89

An increase of 678% in the past 20 years!

Expenditures

May 1, 1952 - April 30, 1953

Salaries	$86,812.68
Books	24,569.54
Periodicals	1,732.30
Binding	4,368.98
Maintenance	3,699.05
Supplies and Equipment	4,682.39
Utilities	3,900.00
Printing	366.63
Contingent	11.67
Travel	494.80
Memberships	55.00
Garnet Branch	7,064.46
	$137,757.50

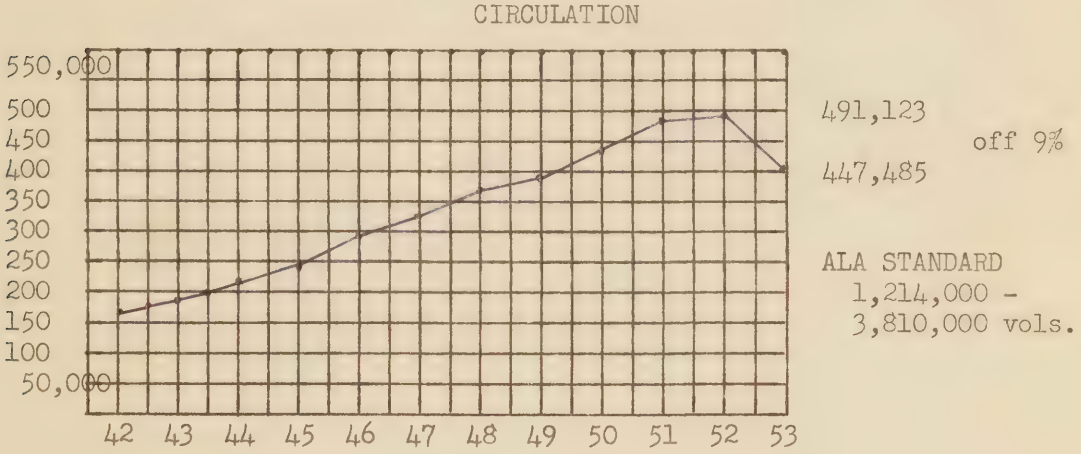
Reference Questions

One of the most significant services of any library is the assistance of trained librarians in helping readers to find information that will answer their particular questions. To provide such service the library maintains a reference collection of 12,931 volumes and a staff of two professional librarians. Of course many library users search, read, and discover on their own, but during this past year, the library staff answered directly 24,485 requests for information.

Circulation of Library Materials

Circulation figures, though always available, are on inadequate measure of total library service. They indicate the amount of material lent for home study, and that is all that they do indicate. Reference work does not show, reading done in the library does not show, readers' advisory service is not recorded.

The total circulation has fallen off during 1952/1953 by 43,638 or minus 9%.

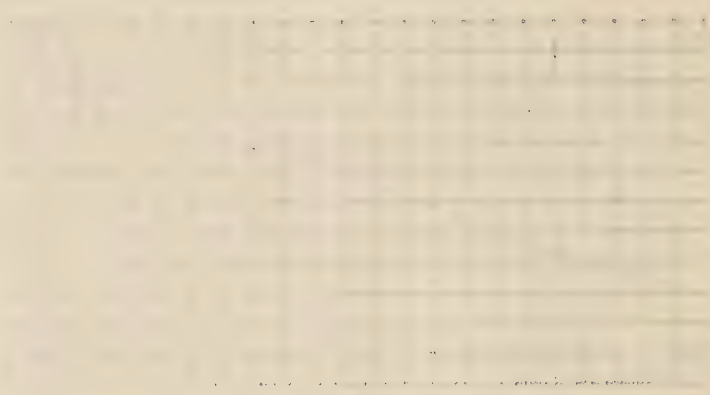


The detail of circulation gains and losses is as follows:

Department		Reading Level	
Bookmobile	-14,855 or -12%	Adult	-11,430 or - 1%
Deposit	-19,135 or -17%	Young Adult	∕ 837 or ∕.6%
Adult	∕ 3,384 or ∕ 3%	Juvenile	-44,475 or -12%
B&G	-14,401 or - 8%		
Garnet	∕ 1,369 or ∕29%		

This loss in deposit collection circulation has been expected and may be explained by pointing out that this year many collections were not exchanged at mid semester due to lack of sufficient clerical help in the department. The circulation for those volumes during the first semester therefore cannot be counted in until the books are returned at the close of school in May.

The bookmobile circulation has been adversely affected by the withdrawal, in June of 1952, of the large Central School stop in St. Albans' (circulation



of about 1,000 per month) and the addition of a night stop at Belle (circulation 200 per month). It is also affected by a change in the loan period, in June of 1952, from two weeks to four weeks and the consequent loss of an average 500 renewals per month which had been counted as circulation.

The drop in circulation of Boys and Girls books is attributed by the Children's Librarian to the effect which torn up streets, rerouted busses, and poor parking facilities has on the willingness of parents to send or bring children to the library.

Borrowers Registered

	1952/1953	1951/1952
Total number of registered borrowers	25,267	25,632
Total number registered year	8,626	8,402

Book Stock

	1952/1953	1951/1952
Number of volumes at the end of the year	148,908	139,569
Number of volumes added	13,173	14,329
Number of volumes withdrawn	6,265	6,280
1952 Inventory adjustment figure	2,431	
Number of periodicals received	390	409
Number of newspapers received	16	18

Respectfully submitted,

Mark Emm

Librarian

May 15, 1953

REPORT OF THE LIBRARIAN

FOR THE YEAR 1952/1953

To the Kanawha County Board of Education

Gentlemen:

The annual report of the Kanawha County Public Library is being issued this year in three different forms. The first is an exhaustive narrative and statistical report read to the Library Board at its annual meeting on May 15, 1953. The second is a popular type printed report which will be mailed to the public. It has a strong public relations slant. The third is this abbreviated and essentially statistical report which will give you the essential information about the operation of the library for the past year.

Facts and Figures

The budget for the library was $138,301.37 for fiscal 1952/1953. The expenditures for the annual report year, which ends April 30, were as follows:

Salaries	$86,812.68
Books	24,569.54
Periodicals	1,732.30
Binding	4,368.98
Maintenance	3,699.05
Supplies and Equipment	4,682.39
Utilities	3,900.00
Printing	366.63
Contingent	11.67
Travel	494.80
Memberships	55.00
Garnet Branch	7,064.46
	$137,757.50

The library staff answered 24,485 reference questions during the year. It selected from the profusion of published materials 13,173 volumes for purchase. These volumes were ordered, received, processed, cataloged, placed on the shelves and used heavily in giving library service to the public.

447,485 volumes were circulated during the year and 8,626 persons were registered to bring the total number of library borrowers to 25,267. There is no record of the number of people who read and use the library's resources inside the building.

The total book stock of the library has risen to 148,908 volumes. 390 periodicals and 16 newspapers are received regularly.

Plans for the Future

The Library Board realizes that more of its attention and money must be given to the restoration, preservation, and replacement of the library's capital assets.

The roof requires immediate repair and accordingly money for it will be included in the proposed budget for the coming year.

The exterior of the building has been improved somewhat by the removal of the dead vines and the replanting of the grounds. The stone itself needs to be cleaned now to restore the building to its original attractiveness.

The installation of an elevator in the existing shaft is considered by the Library Board to be the first requisite in the restoration of the library building to full use. This is a major expenditure and will be planned for at some future time.

The final very important need is for the replacement of the library's bookmobile. This vehicle has been on the road for thirteen years, has been rebuilt in both body and engine, but is about worn out. Money to replace it will be included in the budget request for the coming fiscal year.

Conclusion

The Library Board, the staff, and the Librarian appreciate the continuing interest and support of the public library by Mr. Flinn and the members of the Board of Education. This awareness of the public library's value to the community is manifested in the steadily increasing financial support given to public library service over the years, in the visits of the members of the Board of Education to the library for information and orientation, and in Mr. Flinn's participation in Library Board deliberations and decisions.

Respectfully submitted,

Mark Crum

Mark Crum
Librarian

WHO GOES TO THE LIBRARY?

EVERYONE LIKES TO HAVE FUN, AND FINDS PLEASURE IN INEXPENSIVE ENTERTAINMENT.

A GOOD PLACE TO FIND IT IS AT THE

Kanawha County Public Library

LOTS OF PEOPLE WANT INFORMATION

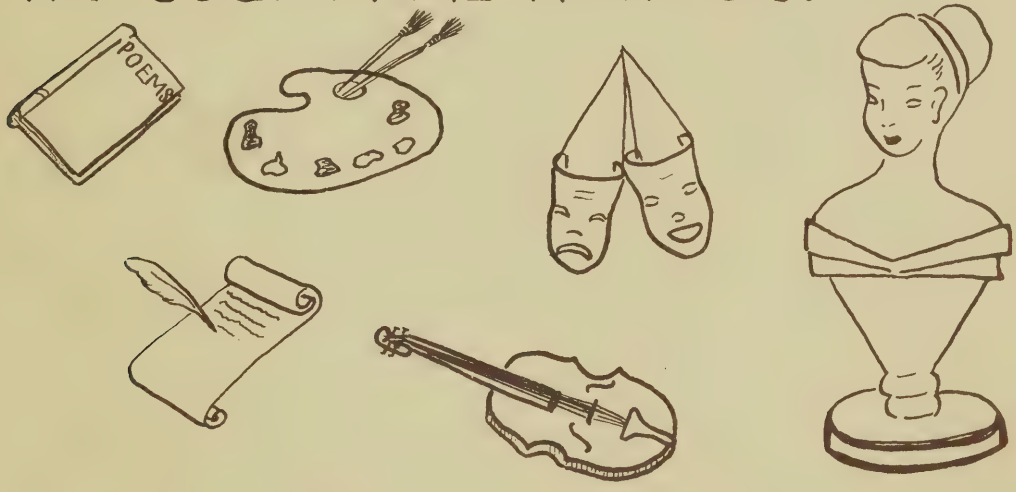
WITH SOME IT IS A MATTER OF CURIOSITY

TO OTHERS RELIABLE INFORMATION IS WORTH DOLLARS AND CENTS

THOSE WHO KNOW THE RIGHT PLACE TO ASK ARE GETTING THEIR ANSWERS, TOO, AT THE

Kanawha County Public Library

STILL OTHERS WANT
TO INCREASE THEIR ABILITY
TO ENJOY AND PARTICIPATE
IN CULTURAL THINGS.



IT'S POSSIBLE TO LEARN
FROM THE GREAT TEACHERS
OF ALL AGES, AT THE
Kanawha County Public Library

AND THEIR ARE STUDENTS-
BOTH SCHOOL AGE AND ADULT-
WHO SENSE A NEED TO KNOW MORE

- ✓ KNOW MORE ABOUT MY JOB
- ✓ BE A BETTER CITIZEN
- ✓ INCREASE MY PERSONAL GROWTH
- ✓ FIND GREATER HAPPINESS
- ✓ EXERCISE MY DEMOCRATIC RIGHT TO FIND OUT, TO KNOW, TO QUESTION

MANY WHO FEEL THE URGE
TO KNOW AND TO UNDERSTAND
HAVE DISCOVERED A MEANS
TO RICHER LIVING AT THE

Kanawha County Public Library

WHATEVER YOUR PARTICULAR NEED, YOUR PUBLIC LIBRARY CAN HELP YOU.

25,267 Users are registered this year.

ITS BOOKS, PAMPHLETS, AND PERIODICALS ARE YOUR MEANS TO RICHER LIVING.

447,485 Items loaned for home use this year.

ITS INFORMATION SERVICES ARE AT YOUR FINGERTIPS AT ALL TIMES, THROUGH THE TELEPHONE.

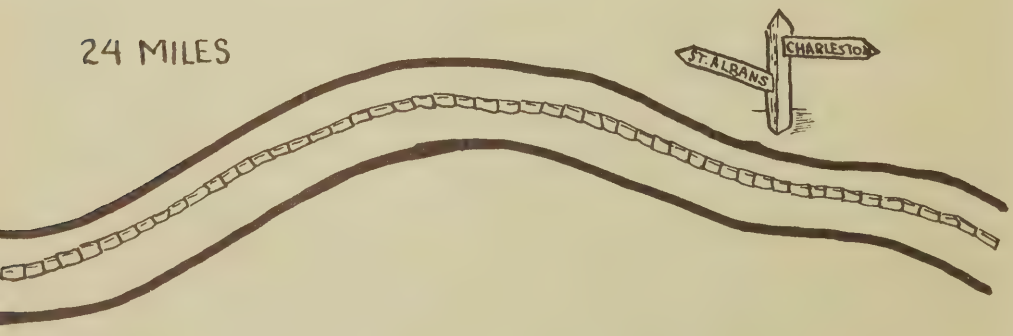
24,485 Individual questions answered this year.

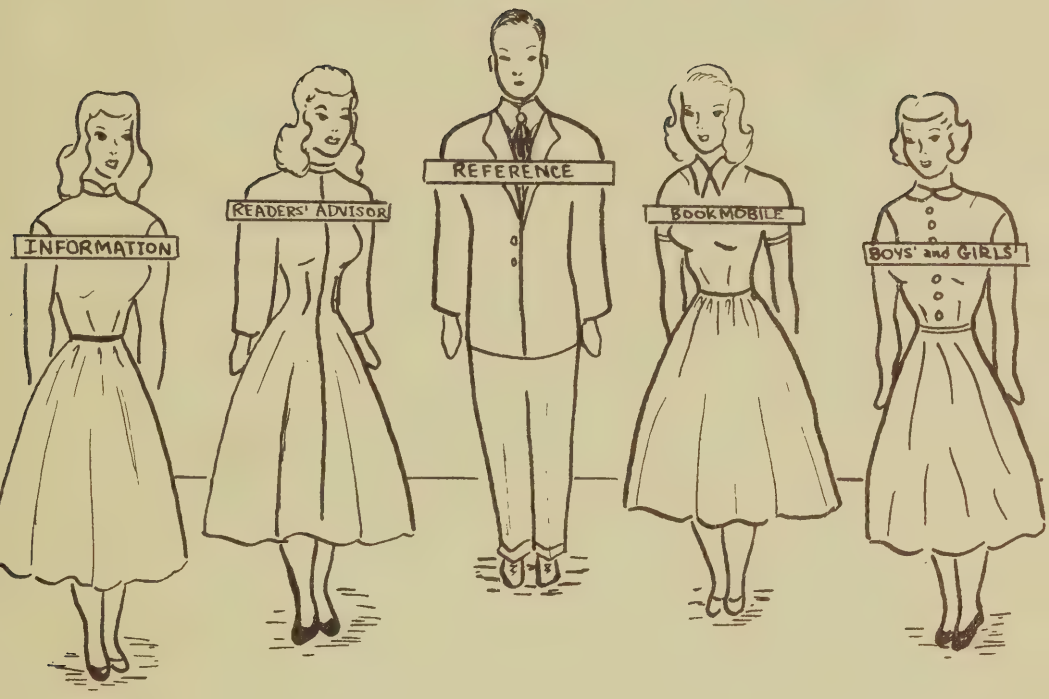
YOUR BOOK COLLECTION, STACKED UP, WOULD REACH 2.3 MILES INTO THE AIR.

148,908 VOLUMES

LAID END TO END, IT WOULD REACH FROM CHARLESTON TO ST. ALBANS, AND RETURN..

24 MILES





YOU HAVE PROFESSIONAL LIBRARIANS AT YOUR SERVICE FROM 10-9 EVERY WEEK DAY AND FROM 10-6 ON SATURDAYS.

YOU SAVE YOUR OWN TIME, EFFORT AND MONEY,

YOU LEARN ABOUT A LOT MORE THINGS,

YOU BECOME A BETTER PERSON AND A BETTER PARENT,

YOU ARE MORE CREATIVE AND CONSTRUCTIVE,

WHEN YOU *USE YOUR PUBLIC LIBRARY TO FILL YOUR NEEDS.*

ALL OF THE PUBLIC LIBRARY'S MATERIALS AND SERVICES ARE FREE. THEY MAY BE USED AT THE LIBRARY BY ANYONE.

IF YOU WOULD RATHER READ AT HOME, YOU MAY EASILY SIGN UP FOR FREE BORROWING PRIVILEDGES AT THE BOOKMOBILE, OR AT THE

KANAWHA COUNTY PUBLIC LIBRARY

LEE AND HALE STS. CHARLESTON, W.VA.
TELEPHONE 2-2181

KANAWHA COUNTY PUBLIC LIBRAI

△ = MAIN LIBRARY
○ = ASSOCIATE LIBRARIES
• = BOOKMOBILE STOPS

Lettering and sketches by Joan Harrison

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 5, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 5, 1953, at 4:00 p.m. in the Board Room of the library.

The following members were present:

Mr Kleeman, Acting President
Mrs Clark
Dr Cook
Mr Flinn
Mr Hanson
Judge Hudson
Dr Pianfetti
Dr Riggleman
Mr Young
Mr Shonk

Mr Kleeman, acting president, presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the May 15, 1953 meeting were approved.

Librarian's Monthly Report for May 1953. The librarian read his report for the month which reviewed the accomplishments and special efforts of the various departments and included a brief statement of his own activities for the month. The report was accepted and the librarian was instructed to have it mimeographed and mailed to the members of the board.

Report of the Nominating Committee on Library Board Memberships. Mr Hanson, reporting for the committee, stated that Mr C. C. Dickinson, Mr Sydney Kleeman, and Mr Charles Williamson had been nominated for six year terms on the Library Board beginning July 1, 1953. Additional nominations were called for by the acting president. There being no additional nominations, the report of the nominating committee was accepted by the Library Board upon

by Dr Riggleman seconded by Mr Flinn. The secretary was instructed to transmit the names of the nominees to the Board of Education for confirmation.

Report of the Nominating Committee on Library Board Officers. Mr Hanson, reporting as chairman of the nominating committee, recommended that the present officers be re-elected for the year beginning July 1, 1953. Additional nonimations were called for by the acting president. There being none, the report of the nominating committee was accepted and the nominations were declared closed. Upon motion by Mr Flinn, seconded by Dr Riggleman it was unanimously

RESOLVED, That the present board officers, Mr John V. Ray, president, Mr Arthur Hudson, vice-president and Mr Mark Crum, secretary, are re-elected for a one year term beginning July 1, 1953.

Report of the Budget Committee. Mr Arthur Hanson reported for the committee in the absence of its chairman, Mr C. C. Dickinson, Mr Hanson read an explanatory report and distributed on accompanying sheet which displayed the proposed 1953/1954 budget for the library. A copy of each is attached to the minutes.

It was moved by Dr Riggleman, seconded by Dr Cook, and unanimously

RESOLVED, That the report of the Budget Committee be adopted with thanks for a piece of work well done and that copies of it be forwarded to the Board of Education with the recommendation for its approval.

The acting president caused five copies of the proposed budget to be turned over to Mr Flinn for delivery to the Board of Education.

Mr Flinn then suggested, and it was generally agreed among all present that Mr Arthur Hanson and Judge Hudson present the report to the Board of Education in person and answer all questions put to them about it.

Approval of Bills. The librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 314 and 315). It was moved by Dr Cook and seconded by Dr Riggleman that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Amendment of the By-Laws of the Kanawha County Public Library. Judge Hudson read the following proposed change in the by-laws which is designed to make the annual report and fiscal years contemporaneous:

> RESOVED, That Section 1 of Article II of the by-laws be amended to read as follows:
>
> "Section 1. The Library Board shall hold an annual meeting on the first Friday after the first Monday in July; it being the intent that the end of the library year shall fall, like the end of the fiscal year, on June 30."

Upon motion by Judge Hudson, seconded by Mr Flinn, the above resolution was unanimously approved.

The secretary was instructed to forward this amendment to the by-laws to the Board of Education for its approval.

Annual Report on the Operation of the Library. After some discussion of the content of a report to be sent to the Board of Education, it was agreed that the report should be concise, that it should contain the pertinent statistics of library service, plus a brief narrative explanation of the plans of the Library Board. The librarian was authorized to prepare such a report and to transmit it to the Board of Education.

Clear Up of Library Main Entrance. The librarian reported that the accumulated bird droppings were being removed from the base of the columns and the immediately adjacent ledges. The walking surface of the entrance is scheduled for sweeping every other day and hosing off every other day.

New Business

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective June 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Resignations			
Paul Coleman	June 9	$55.55	Janitor
Alton Hampton	May 31		Page, Circulation Dept.
Richard Parrish	May 31		Page, Circulation Dept.
Betty Hammer	May 31		Part-time Clerk Assistant, Boys and Girls Dept.
Employments			
Fred M. Skiles	June 1	$180.55	Janitor
Ollie Ringel	June 1	32.50	Page, Boys and Girls Dept.
Hazel Fisher	June 1	333.00	Substitute Librarian Assistant, Circ. Dept.
Ruth Eary	June 8	214.60	Substitute Librarian Assistant, Ext. Dept.
Randall Vanderbeck	June 1	58.50	Page, Circulation Dept.
Betty Jo Carter	June 1	58.50	Page, Circulation Dept.
John Gregory	June 1	58.50	Page, Extension Dept.

Salary Changes		Salary Change From-	To-	
George Williams	June 1	$265.55	$274.55	Head, Reference Dept.
Caroline Diederichs	June 1	159.55	164.55	Clerk Assistant, Catalog Dept.
Bernard Schaaf	June 1	58.50	117.00	Page, Circulation Dept.
Linda Jo Dugan	June 1	61.75	58.50	Page, Boys and Girls Dept.
Mary Ringel	June 1	61.75	58.50	Page, Boys and Girls Dept.
Shirley Tolley	June 1	139.55	144.55	Clerk Assistant, Catalog Dept.
Transfers and Promotions				
Joan Harrison	June 1	154.55	167.55	From Clerk Assistant, Office to Sr. Stenographer, Office
Joan Woodyard	June 1	42.25	139.55	From Page to Clerk Assistant, Boys and Girls Department

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Sydney M. Kleeman
Acting President

Mark Cowan
Secretary

June 5, 1953

TO THE BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY
CHARLESTON, WEST VIRGINIA

Your Budget Committee is pleased to submit herewith for your consideration a proposed budget of expenditures for the year 1953/1954.

You will observe that this budget is divided into two sections:

The regular budget, comprising items 1, 2 and 3, totaling	$141,899
And a supplementary request, item 4, for renovation and replacement of capital assets in the amount of	17,300
Making a grand total of	$159,199

The total of $141,899 for the regular budget is the same as the total amount requested by the librarian. It exceeds the previous year's budget by $3,598. This increase is made up of the following items:

Salaries, representing annual salary increments, including $600 for the librarian	$ 1,588
Vehicle supplies (gas, oil, lub. and wash), paid last year by Board of Education	1,143
Insurance	181
Service contracts, telephone, sewer assessment, printing	152
Additional travel allowance	375
Garnet Branch	159
Total increase	$ 3,598

Although we have accepted the librarian's figure for the total of the regular budget, we have made certain adjustments in individual items which will be explained hereafter. The budgeted expenditures have been grouped by us according to the American Library Association under the three headings of "Salaries", "Books" and "Buildings and other expense". We have allocated the expenditures to these

three groupings according to our considered judgment of the present needs and requirements of the library, conforming as nearly as possible to the ALA averages, namely 60% for "Salaries", 20% for "Books", and 20% for "Buildings and other expense".

As to "Salaries", we have made no change in the amount presented by the librarian.

We have transferred $7,500 from "Books" to "Buildings and other expense". This is reflected in a reduction of $8,000 in the item of "Books", from $22,000 to $14,000, and an increase of $500 in the item "Supplies and library material", from $2,800 to $3,300, to cover audio-visual service.

Of the $7,500 transferred to "Buildings and other expense" from "Books", we have marked $3,408 for repairs to the roof, $2,320 for improved lighting in the Circulation Department, and $1,358 for sundry unspecified repairs. We have also increased the travel allowance by $225, to $975, and the contingencies by $189, to $270.

We believe you will agree that the allocation of the additional amounts to "repairs and maintenance" out of the regular budget for the coming year is a proper procedure, dictated not only by necessity but by prudence in taking good care of the capital assets entrusted to the Board.

We felt, however, that the large non-recurring costs of cleaning the exterior of the library building and of acquiring a new bookmobile should not be added to the regular budget. These items have, therefore, been included in the special request.

We recommend approval of the proposed budget for presentation to the Board of Education.

Respectfully submitted,

FOR THE BUDGET COMMITTEE

Arthur P. Hudson, Acting Chairman

Virgil L. Flinn

Arthur Hanson

PROPOSED BUDGET OF EXPENDITURES

KANAWHA COUNTY PUBLIC LIBRARY

For the year 1953/1954

	Amount		Per cent of total
SALARIES			
Total $88,963.00, less $5,791.00 for Building Staff	$83,172.00		
Add: Garnet Branch	3,235.00		
Total for staff salaries		$ 86,407.00	60.89%
BOOKS			
Books	$14,000.00		
Binding	6,500.00		
Periodicals	1,900.00		
Printing	320.00		
Supplies and library materials	3,300.00		
Garnet Branch	2,229.00		
Total for books		28,249.00	19.91
BUILDING AND OTHER EXPENSE			
Salaries - Building Staff	$ 5,791.00		
Repairs and maintenance:			
Repairs to roof $3,408.00			
Lighting-Circ. Dept. 2,320.00			
Ordinary repairs & maintenance 2,090.00			
Sundry repairs 1,358.00	9,176.00		
Insurance	1,340.00		
Vehicle supplies	1,143.00		
Furniture and equipment	1,117.00		
Service contracts	827.00		
Building supplies	800.00		
Utilities:			
Electricity $2,250.00			
Gas 850.00			
Telephone 650.00			
Water and sewer 239.00	3,989.00		
Travel	975.00		
Memberships	55.00		
Contingencies	270.00		
Garnet Branch	1,760.00		
Total for building and other expense		27,243.00	19.20
TOTAL FOR REGULAR BUDGET		$141,899.00	100.00%
SUPPLEMENTARY REQUEST FOR RENOVATION AND REPLACEMENT OF CAPITAL ASSETS			
Electric wire brush cleaning of the exterior of library building		6,800.00	
New bookmobile, fully equipped excl. of books, to replace 1941 Model		10,500.00	
GRAND TOTAL		$159,199.00	

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JULY 10, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on July 10, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Kleeman, Acting President
Mrs Anderson
Mrs Clark
Dr Cook
Mr Dickinson
Mr Hanson
Judge Hudson
Dr Pianfetti
Mr Williamson

Mr Kleeman, acting president, presided. In the absence of the librarian, Miss Ammar acted as secretary and reported that a quorum was present.

The minutes of the June 5, 1953 meeting were approved.

Librarian's Monthly Report for June 1953. In the absence of the librarian, the secretary read the librarian's report for the month which included progress made on the mailing of the annual reports, the employment of a new head for the Circulation Department, plans on the music room and a statement regarding the drive-up book return. The report was accepted and the secretary was instructed to have it mimeographed and mailed to each member of the board.

Report of the Budget Committee. Mr Hanson, acting chairman of the committee, reported that he and Judge Hudson attended the meeting of the Board of Education that was held on July 6, 1953. They presented the budget

as approved by the Library Board of Directors and made extra copies for the members of the Board of Education Board. The budget of $141,899 was approved and the Board of Education deferred its action on the $18,00 for cleaning of the building and the purchase of a new bookmobile until its August meeting. There was some discussion regarding the article in the Charleston Daily Mail, July 9, 1953.

Approval of Bills. The secretary submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills No. 316 and 317). It was moved by Dr Cook and seconded by Mr Dickinson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Confirmation of Library Board Memberships. The acting president read a letter addressed to Mr Crum from Mr Flinn dated July 7, 1953 confirming the appointment of Mr C. C. Dickinson, Mr Sydney Kleeman, and Mr Charles A. Williamson to the library board for six-year terms beginning July 1, 1953.

Approval of Amendment to By-Laws. The acting president reported that the amendment to the by-laws, Section 1 of Article II was approved by the Board of Education at its July 6, 1953 meeting, but we have not been formally notified.

Approval of Budget by the Board of Education. A letter from Mr Flinn to Mr Crum confirming the approval of the 1953/1954 budget by the Board of Education at its July 6, 1953 meeting was read by the acting president.

New Business

Pigeon Proofing. The acting president showed a sample of a new product designed to eliminate the roosting of pigeons on the ledges of the building.

The product is called Nixalite and the librarian has all the information regarding cost and setting it up. Mr Hanson read a short article regarding the method used by the Muncie Public Library in Muncie, Indiana. They borrowed two owls to rid the building of pigeons. No action was taken.

Personnel and Salary Changes. The secretary reported the following personnel and salary changes effective July 1953, which she stated are in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Alice Rose Ringel	July 1	$32.50	Page, Boys and Girls Dept.
Hazel Fisher	July 1	333.00	Librarian Assistant, Circulation Department
Ruth Eary	July 1	279.00	Librarian Assistant, Extension Department
Frederick Heinold	July 1 - 5½ days	38.17	Sub. Janitor
Lillian Thompson	July 20 - 11 days	67.32	Sub. Clerical Assistant, Boys and Girls Dept.

Salary Changes		Salary Change From-	To-	
Joan Woodyard	July 1	$139.55	$118.11	Clerical Assistant, Boys and Girls Dept.
Linda Jo Dugan	July 1	58.50	84.75	Page, Boys and Girls Dept.
Mary Ringel	July 1	58.50	84.75	Page, Boys and Girls Dept.
Elizabeth French	July 1	104.00	64.00	Clerical Assistant, Boys and Girls Dept.
Margaret Hilliard	July 1	304.55	348.05	Acting Head, Circulation Department
Bernard Schaaf	July 1 - double time	58.50	117.00	Page, Circulation Dept.
Randall Vanderbeek	July 1	58.50	13.50	Page, Circulation Dept.
Betty Jo Carter	July 1 - plus 60 hours of work	58.50	103.50	Page, Circulation Dept.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed

There being no further business, the meeting on motion adjourned.

Sydney M Kleeman
Acting President

Mark Evans
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

AUGUST 7, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on August 7, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr Cook, Acting Chairman
Mrs Clark
Mr Hanson
Mr Young
Mr Crum, Secretary

In the absence of the president, Dr Cook was unanimously chosen to preside as chairman. The librarian acted as secretary and reported that a quorum was present.

The minutes of the July 10 meeting were approved.

Librarian's Monthly Report for July 1953. The librarian read his report for the month of July. It included information of the Vacation Reading Club, the launching of service in recordings, the summer vacation schedule, and the librarian's attendance at a workshop in Library Management. A separate report on the content of the workshop is attached to these minutes.

The librarian's monthly report also included a suggestion that some shifts in the allocations of funds in the various items of the budget be made to increase the percentage cuts in supplies, repairs, travel, and contingencies. The Library Board felt that it was too early in the fiscal year to make such changes and suggested that this action to transfer funds be postponed until later in the year when more would be known about the amounts required for repairs.

The librarian's report was accepted with instructions that it be reproduced and mailed to board members.

Approval of Bills. The librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 318 and 319). It was moved by Dr Cook and seconded by Mr Hanson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Bookmobile. The librarian read a letter dated August 7, 1953, from the Superintendent of Schools which announced that the Board of Education had authorized the Public Library Board to proceed with the purchase of a new bookmobile in an amount not to exceed $10,500. The letter further stated that the Board of Education had held for further consideration the item of the cleaning of the exterior of the library building.

The librarian was asked to prepare for the Library Board's consideration a statement of specifications for a new bookmobile and to make inquires about cost.

Roof Repairs. The board after some discussion of the reliability of roofing contractors in the Charleston area, agreed that it would be to the library's best interest to accept the recommendations made by Mr Shawver and Mr Tucker concerning the repair of the roof of the library building, and to accept the bid made by Mr Shawver on March 11, 1953. Accordingly it authorized the librarian to contact Mr Shawver and to make arrangements for the work to be done.

Library Entrance. The librarian was requested to make inquires about the amount of work required and the costs of having the stone banister of the front step repointed.

New Business

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective August 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Patricia Payne	Aug. 1	$139.55	Clerk Assistant, Catalog Dept.
Paula Pfost	Aug. 1	157.55	Sr. Stenographer, Office
Ida Mae Boedecker	Aug. 17	139.55 ($69.81 for Aug. only)	Clerk Assistant, Circulation Department
Juliette Bryson	Aug. 17	384.05 ($192.01 for Aug. only)	Head, Circulation Department
Betty Jo Williams	Aug. 17	139.55 ($69.81 for Aug. only	Clerk Assistant, Circulation Department
Robert Hippert	Aug. 3-15	136.95	Substitute Bookmobile Driver
Robert Skiles	Aug. 10	180.55 ($131.48 for Aug. only)	Temporary Janitor
Alice Rose Ringel	Aug. 1	32.50	Page, Boys and Girls Dept.
Resignations			
Lillian Thompson	Aug. 15	79.56	Substitute Clerk Assistant, Boys and Girls Dept.
Ruth Eary	Aug. 22	203.87	Substitute Librarian, Extension Department
Hazel Fisher	Aug. 15	166.53	Substitute Librarian, Circulation Department
Joan Harrison	July 31		
Elizabeth French	July 24		

Salary Changes		Salary Change From	To	
Bernard Schaaf	Aug. 1	$58.50	$117.00	Page, Circulation Department
Linda Dugan	Aug. 1	58.50	103.50	Page, Boys and Girls Dept.
Mary Ringel	Aug. 1	58.50	103.50	Page, Boys and Girls Dept.
Margaret Hilliard	Aug. 1	304.55	348.05	Acting Head, Circulation Dept.
Eunice Johnson	Aug. 1	74.50	149.00	Clerk Assistant, Circulation Dept.
Fred Skiles	Aug. 1	180.55	125.19	Janitor
Ruth Figgatt	Aug. 1	277.55	286.55	Librarian Assistant, Ext. Dept.
Wilma Brown	Aug. 1	369.55	375.55	Head, Boys and Girls Dept.

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Secretary

President

MANAGEMENT RESEARCH IN LIBRARY ADMINISTRATION

A Workshop for Library Administrators

Western Reserve University and Dr Ralph R. Shaw, Librarian of the U. S. Department of Agriculture Library, sponsored and conducted a Library Management Workshop from July 6-24. The purpose was to prepare a small group of library administrators to apply modern management viewpoints and methods in the operation of libraries.

The first week was devoted to an explanation of the point of view and methodology of modern management, in morning and afternoon lecture sessions.

During the second week, students worked individually on selected management projects in libraries of the Cleveland area.

An extended critique was held during the third week. Each student read a paper on his project which was evaluated by both the instructor and his fellow students.

The dominant idea of the course of instruction was a factual and objective approach to management and to the research upon which managerial decisions are based. Students were urged to forget that they "just knew," without testing, that certain methods of performing library tasks were better than others. Instead of making decisions for the library on the basis library school taught and widely accepted assumptions or opinions about administration, they were asked to approach all administrative problems with the attitude that decisions should flow inevitably from measured data and that data should be sufficiently reliable to be acceptable as fact.

Following the initial emphasis upon an objective approach, Dr Shaw began a presentation of the techniques of management research. Time and motion studies were rejected as anything more than an auxiliary technique of scientific management. "Operational research was the term used to label a group of proceedures for gathering data which could be used in making choices between alternatives .

It is important that measured date be obtained. With it the cost, in terms of man hours or in terms of dollars paid the man in wages, can be determined for the work which the library is now accomplishing with its present methods and equipment. With measured data the cost of a new method possibly utilizing new equipment can be contrasted with the old. And the magnitude of the improvement can be shown factually.

This measurement approach, with the added qualification that only recommendations which flowed inevitably from the facts could be written into a management study, was applied to all types of library problems during the second week of the workshop. Work simplification, apportionment of book funds, amount of use given reference books, space layout, purchase of L. C. cards, charging routines, labor turn over and the cost of service by bookmobile were typical subjects for study.

Each workshopper wrote a paper at the end of the second week and was given an opportunity to read it to the class, during the third week, for criticism and evaluation. Of course, many of the principles were violated, some intentionally due to the limitation on time which could be given to the study, and some unintentionally.

Most if not all of the attenders, after explanation, practice and critique, were convinced that management decisions are much more likely to be sound if based on measured and recorded data than if they are made without the benefit of it.

These ideas can be applied in our library in several simple but highly beneficial ways. First we can walk through our library physically and mentally, work area by work area, and look for operations which need and could benefit from study. Backlogs are one clue. Excessively busy or excessively idle periods are another. Emotional upset among staff members might be a third clue which would indicate not only that all was not well, but that administrative analysis of the particular problem might bring abudnant improvement.

Second, we ought to divide our work into work units which are measurable and which are indicative of actual work accomplished. Our present performance of these work units could then be measured, in units times time, or the cost in man-weeks, to accomplish that particular task.

The third step would be to established a standard of performance for each work unit. This standard would have to include a definition of the conditions and equipment involved in the task as well as the level of quality which was the minimum acceptable.

If management were to propose new methods, introduce new equipment, or alter the quality level, measured data would have to be collected on the operation as performed under the new conditions. Comparison with data collected under the old system would reveal whether or not the so called "improvement" was a genuine improvement or merely a change.

The next step would be to establish controls to see that performance and quality standards were met. These can be made more or less automatic through reporting, but always need to contain provision for spot checking. Of course, both the supervisor and the person being supervised must know what is being controlled and why.

The last step would be to apply these work measurement figures. The construction of a performance budget is perhaps the best application. The program cost can be computed. The figures can be used to explain and evaluate the cost and to determine personnel requirements. Work measurement figures can also be used to design the organizations program, to make commitments as to what can be achieved, to appraise the status of any operation, to keep the work load and personnel in balance, to make possible the analysis of performance in comparable positions both inside the library and out, to indicate where further management studies are needed, and to give a check on the results of changes which are made.

The application of scientific management principles to libraries or any other business has several salutary effects. The staff is protected because standards are set fairly and are never altered so long as the conditions remain the same. Workers are generally able to exceed the minimum requirements and in Dr Shaw's words, "Each time they do so they prove that they are supermen." But the very accounting for all of a person's time cuts out dead time and that is a saving. Also work simplification and the elimination of unnecessary proceedures cuts out non-productive time which is a further saving.

But the single most important result of scientific management is that all decisions are made on the basis of knowledge. Results can be predicted with accuracy because all factors have been analyzed and all unit costs measured. Scientific management doesn't eliminate trial and error but it does indicate whether something new, trial, is erroneous or successful.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 11, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on September 11, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Dr Cook
Mr Dickinson
Mr Flinn
Judge Hudson
Mr Kleeman
Colonel Phillips
Mr Pianfetti
Mr Williamson

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the August 7, 1953 meeting were approved.

Librarian's Monthly Report for August 1953. The librarian read his report for the month of August. It included information about activities in the various departments of the library, an account of the projects upon which the librarian has been working, and an expression of loss felt by the staff at the death of Mrs Juliet Staunton Clark. The report was approved and the librarian was authorized to give to the press such items from it as he saw fit.

Mrs Juliet Staunton Clark. Mr C. C. Dickinson moved that the Library Board take official notice of the service rendered the library by Mrs Juliet Staunton Clark, through the drafting of an appropriate resolution for the library records, and the transmission of a copy of such resolution to the

members of Mrs Clark's family. The motion was seconded by Mr Kleeman and passed unanimously by the board.

RESOLVED, That it is with the prfound sorrow that we record the death of our fellow board member, Juliet Staunton Clark on August 21, 1953, in Charleston, West Virginia.

For more than a quarter of a century Juliet Staunton Clark has been actively engaged in the affairs of the Kanawha County Public Library, and her faithful services and wise counsel have contributed in large measure to the success which it has achieved.

The sudden and tragic death of Juliet Staunton Clark, which has brought sorrow to a multitude of friends, is to our library an inestimable loss, and we gratefully recognize the interest, energy and ability with which she has helped to promote its continued growth during the years of her devoted service.

Juliet Staunton Clark was always a staunch supporter of every proposal which would bring better library service to the citizens of Kanawha County, and by her death the member of the board and staff of Kanawha County Public Library have lost a beloved associate; and,

RESOLVED FURTHER, That a copy of these resolutions be transmitted to each of the children of Juliet Staunton Clark that we may extend to them and to the members of the family an expression of our sincere sympathy and our heartfelt condolence.

Approval of Bills. The librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 320 and 321). It was moved by Colonel Phillips and seconded by Mrs Anderson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repairs. The librarian reported that Mr Shawver had, in accordance with the action of the library board on August 7, 1953, been notified that his bid for the work on the library roof had been accepted and that he had been authorized to do the work. Mr Shawver visited the library on August 15, at which time he said that he could begin the job on or about September 15 and complete it within three weeks.

It was suggested by Mr Dickinson that a written approval of Mr Shawver's specifications for the repairs be obtained from the architect, Mr Tucker, by sending him a copy thereof in a letter and asking whether they conformed to his recommendations.

It was moved by Mr Flinn, seconded by Mr Williamson, and unanimously

RESOLVED, That the library engage Mr Tucker to supervise the roofing repairs to be made by Mr Shawver, at a fee of not more than 2% of the total cost of the job.

Library Entrance. The librarian reported that Peter Mayers, a stone mason, had been contacted about the work on the library entrance. It was the mason's judgment that the masonry needed repointing, the walking surfaces of some steps should be replaced with stone, and cracks which were allowing water to seep in should be sealed with cement. He estimated that the labor cost on the job would be about $100 and that the stone would cost about $50.

The Library Board instructed the librarian to proceed with the repairs, after obtaining precise information on the work to be done and the cost.

Bookmobile. The librarian reported on his trip to the Gerstenslager factory and related some preliminary information and cost figures which he had been furnished while there. He explained to the board that the staff was not yet ready to make a recommendation to the board as to the type, size, and style of bookmobile which they would prefer. It was brought out in the discussion that no definite time has been fixed for the purchase of the bookmobile, except that the transaction must be completed before June 30, 1954. The librarian plans to investigate the cost of truck chassis and to prepare a drawing of a bookmobile interior for the consideration of the Library Board.

Quarterly Report. The librarian stated that the Chairman of the Budget Committee, Mr Arthur Hanson, had in connection with his work on the 1953/54

budget suggested that a quarterly report of expenditures be furnished the Library by the librarian. In keeping with this suggestion, the librarian had prepared duplicate copies of the General Fund Statement for distribution to the members of the board. After some discussion of the usefulness of the report, the president suggested that the librarian mail it with the minutes for the ensuing three months, and that the board then consider continuing further mailing thereof.

New Business

Personnel and Salary Changes. The librarian reported the following personnel and salary changes effective September 1953, which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Sally Brogan	Sept. 14	$139.55 ($83.70 Sept. only)	Clerk Assistant, Ext. Dept.
Joseph E. Comer	Sept. 1	$58.50 ($78.75 Sept. only)	Page, Extension Dept.
Darlene Sue Older	Sept. 1	$58.50	Page, Circulation Dept.
Sandra Sue Waggy	Sept. 1	$69.50	½ Time Clerk Assistant, Boys and Girls Dept.
Mary Elizabeth German	Sept. 1	$139.55	Clerk Assistant, Cat. Dept.
Nancy Lee Woodyard	Sept. 1	$32.50	Page, Boys and Girls Dept.
Thomas DeLauder	Sept. 1	$55.20	Temporary Truck Driver
Diana Dale Park	Sept. 15	$69.50 ($38.92 Sept. only)	½ Time Clerk Assistant, Boys and Girls Dept.
Julia Margaret Fuller	Sept. 15	$69.50 ($38.92 Sept. only)	½ Time Clerk Assistant, Boys and Girls Department

Salary Changes		Salary Change From	To	
Betty Jo Carter	Sept. 1	$58.50	$65.25	Page, Circulation Department
Linda Jo Dugan	Sept. 1	$58.50	$81.00	Page, Boys and Girls Dept.
Mary Ringel	Sept. 1	$58.50	$81.00	Page, Boys and Girls Dept.
Margaret Hilliard	Sept. 1	$348.05	$304.55	Librarian Assistant, Circ. Department
Martha Hendricks	Sept. 1	$139.55	$144.55	Clerk Assistant, Circulation Department
Barbara Ward	Sept. 1	$149.55	$154.55	Clerk Assistant, Ext. Dept.
Eunice Johnson	Sept. 1	$149.00	$ 74.50	½ Time Clerk Assistant, Circulation Department
Joanne Greenspun	Sept. 1	$268.55 (Sept. only)	$214.85	Librarian Assistant, Circulation Dept.

Name	Effective Date	Salary Month To-Month Basis	Position
Resignations			
Iszbel Teubert	Sept. 19		Clerk Assistant, Ext. Dept.
Virginia Pilato	Aug. 31		Clerk Assistant, Circ. Dept.
Joan Woodyard	Aug. 31		Clerk Assistant, B&G Dept.
Bernard Schaaf	Aug. 31		Page, Extension Dept.
John Gregory	Aug. 31		Page, Extension Dept.
Shirley Tolley	Aug. 31		Clerk Assistant, Catalog Dept.
Naomi Bartlett	July 31		Clerk Assistant, Circ. Dept.
Caroline Diederichs	July 31		Clerk Assistant, Cat. Dept.
Leave of Absence Without Pay			
Fred Skiles	Sept. 1-30		Janitor

On motion duly made, seconded, and carried all of the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

OCTOBER 9, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on October 9, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Hanson
Judge Hudson
Colonel Phillips
Dr Pianfetti

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the Septemner 11, 1953, meeting were approved.

Librarian's Monthly Report for September 1953. The librarian's report contained a resume of activities in each of the departments plus a brief description of the amount of progress made on each of several new projects which the library is undertaking this year. The report was approved and the librarian was authorized to have published such parts from it as he saw fit.

After discussion, the President of the Library Board with the approval of the members present, requested the Librarian to mail a copy of his current and future monthly reports to each member of the Kanawha County Board of Education, at their respective individual home addresses.

Approval of Bills. The Librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 322 and 323). It was moved by Colonel Phillips and seconded by Judge Hudson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repairs. The Librarian stated that Mr Shawver had indicated to him that the repair of the library roof would begin on or about October 14 and run for about three weeks. Mr Tucker had approved the specifications for the job and had agreed to supervise the work for a fee not to exceed 2% of the total cost of the job.

Library Entrance. The Librarian reported that the stone mason, Mr Peter Mayers, had completed all of the stone cutting and setting necessary at the library front steps, and had completed virtually all of the necessary repointing.

Bookmobile. The report on action taken on plans for the new bookmobile was given by the Librarian. Letters have been sent to several body builders to ask if they are able and interested in building a large bookmobile for this library. A preliminary drawing has been prepared of the interior arrangement. This drawing will be sent to those builders who are judged acceptable and who indicate an interest in the vehicle. The builders will be to furnish a drawing of their own and a price. Contacts are being made with Charleston truck dealers to learn their recommendation about the size chassis needed, and the cost thereof.

Mrs Juliet Staunton Clark. The resolution adopted by the Library Board has been mailed to the children of Mrs Clark.

New Business

Nominating Committee. The following committee was on motion, appointed to nominate a person to fill the vacancy on the Library Board: Mrs Wilson Anderson, Chairman, Mrs Benjamin Brown, Mr Sydney Kleeman, and Colonel Walter C. Phillips.

Middle Atlantic Regional Conference. The Librarian discussed briefly with the Library Board the importance of the coming regional conference and expressed the hope that one or more of the board members would be able to attend.

The Board approved the Librarian's suggestion that the $225 budgeted for staff expenses to this conference be divided equally among the five staff members who will attend the conference. The Board approved the payment of expenses for the Librarian to attend the Middle Atlantic Regional Conference from October 15-17.

Personnel and Salary Change. The Librarian reported the following personnel and salary change effective October 1953, which he stated is in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Courtney D. Joslin	Oct. 1	$58.50	Page, Circulation Department

On motion duly made, seconded, and carried the foregoing salary change was ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Secretary

President

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

NOVEMBER 6, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 6, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Dickinson
Mr Hanson
Judge Hudson
Colonel Phillips
Dr Pianfetti
Dr Riggleman
Dr Sibley

Mr Ray presided. The librarian acted as secretary and reported that a quorum was present.

The minutes of the October 9, 1953 meeting were approved.

Librarian's Monthly Report for October 1953. The Librarian's report contained the usual resume of activities of various departments and staff members plus a brief statement of his belief in the importance of films and records in the library's collection. The report was approved and the Librarian was authorized to have published from it such parts as he saw fit.

Report of the Nominating Committee. Colonel Phillips, reporting for the committee in the absence of its chairman, Mrs Anderson, stated that Mrs J. R. Thomas had been selected by the committee to serve during

the remaining portion of the term of Mrs Juliet Staunton Clark which will end on June 30, 1957. The President called for additional nominations. There being none, it was moved by Dr Riggleman and seconded by Dr Pianfetti that the nominations be closed. The motion was carried. It was then moved by Colonel Phillips and seconded by Mr Dickinson, that the name of Mrs J. R. Thomas be sent to the Board of Education for confirmation. The motion was carried unanimously.

Unfinished Business

Roof Repairs. The Librarian reported briefly that the roof valleys had been repaired and that work had been suspended for one week prior to the repair of the portion of the roof between the valleys and the cupola. Mr Tucker is overseeing the job.

Library Entrance. The Librarian reported that Mr Peter Mayers had submitted a bill in the amount of $150 which the Librarian was holding until Mr Mayers completely finished the repointing agreed to.

Cleaning of Library Building. After some general discussion of the amount, history, and potential usefulness to the library of the funds collected each month from rentals, and library fines, and upon a motion made by Mr Hanson and seconded by Colonel Phillips, it was unanimously

RESOLVED, That the President of the Library Board and the Librarian draft a petition to the Board of Education asking their consideration of a Library Board proposal that funds derived from library rentals and fines be made available for the cleaning of the library building.

New Business

Christmas Holiday Schedule. At the suggestion of the Librarian and after some discussion by the members of the Library Board, it was moved by Colonel Phillips, and seconded by Mr Hanson, and unanimously

RESOLVED, That the Library close at 1:00 p.m. on December 24 and December 26 and January 2 during the 1953/1954 Christmas and New Year Holiday season.

Advertisement of Record Gift Certificates. The Librarian requested an expression of opinion from the Library Board on his proposal that a group of Charleston Music Dealers be permitted to pay for an ad in the Charleston Gazette which would congratulate the library on the opening of its new music room, suggest that people buy record gift certificates for the library at the record stores, and list the names of the sponsoring companies. It was the opinion of the Board that such advertising could be allowed provided (1) the library had the right of final approval of the copy (2) that the merchants were not coerced in any way to join in paying for the ad and (3) that the contact with merchants be by the library rather than by the newspaper personnel.

Display of the United States Flag. Upon motion Mr Dickinson, seconded by Dr Riggleman, it was unanimously

RESOLVED, That the flag be flown, during appropriate daylight hours Mondays through Saturdays, from the flagpole in front of the library building.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective November 1953 which he stated are in accord with the salary scales.

Name Employment	Effective Date	Salary Month To-Month Basis	Position
Earl W. Kessel	Oct. 27 (8 hrs. only)	$13.84 (Oct. only)	Substitute bookmobile driver
William H. Gratz	Oct. 28, 29, 30 (25 hours only)	$43.25	Substitute bookmobile driver
Peter Pontius	November 1	$66.55	Sweeper

Name Resignation	Effective Date	Salary Month To-Month Basis	Position
Mischa Ptasznik	Oct. 31		Sweeper

On motion duly made, seconded, and carried the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 4, 1953

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 4, 1953, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Brown
Dr Cook
Mr Dickinson
Mr Flinn
Mr Hanson
Dr Sibley

The minutes of the November 6, 1953, meeting were approved.

Librarian's Monthly Report for November 1953. The Librarian read his report for the month which reviewed his own activities as well as the activities and the program of each of the departments. The report was approved and the Librarian was authorized to give to the press such parts of it as he saw fit.

Membership Drive Contest. Upon motion by Mr Hanson, seconded by Mr Dickinson it was unanimously:

RESOLVED, That the Library Board notes with a feeling of satisfaction and wishes to commend the particular effort made by the St. Albans Library, the South Charleston Library, and the Extension and Boys and Girls Department of the Kanawha County Public Library in promoting library memberships among the school children of the county in connection with the recent national observance of Book Week.

Approval of Bills. The Librarian submitted the bills which had been approved by the Book Committee and Finance Committee (Lists of Bills Nos. 325 and 326). It was moved by Dr Cook and seconded by Mr Flinn that the bills be

approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repairs. The Librarian reported that no work had been done on the roof since the last board meeting, that the roof is secure again water leaks, and that Mr Shawver had stated that work would be resumed on December 7.

Library Entrance. The Librarian reported that the stone contractor, Mr Mayers, had completed the repointing of the masonry at the library entrance. His invoice for $150 was passed to the Library Board for approval.

Cleaning of Library Building. The Librarian reported that no response had been received from the Board of Education to a petition requesting that funds derived from library rentals and fines be made available for the cleaning of the library building. Discussion revealed that the letter had not reached Mr Flinn and that it should be retyped and delivered to him by messenger.

Nomination of New Board Member. The Librarian reported that no action had been taken upon a request that the Board of Education confirm the nomination of Mrs J. R. Thomas to serve the unexpired term of Mrs Juliet Staunton Clark. It was quickly discovered that this letter had also failed to reach Mr Flinn. It was to be retyped and delivered by messenger.

Bookmobile. The Librarian reported that enough information had been gathered about truck chassis and bodies to establish that a complete bookmobile could be gathered about truck chassis and bodies to establish that a complete bookmobile could be bought for approximately $10,500. He indicated that the best buys seemed to be an International chassis at about $3,000 and a Swab Wagon Company body at about $7,500. It was the feeling of the board that

qualified opinion should be obtained from Mr Chambers and Mr Pack as to the merits of various truck chassis, and from some person experienced in buying or handling truck bodies on the adequacy of the specifications submitted by Gerstenslager Company and Swab Wagon Company. It was the feeling of the board that it would be better economy to pay a little more in order to get the best chassis and body than to purchase something less sturdy, particularly when this vehicle is expected to serve for ten or more years.

Quarterly Financial Report. The Librarian recalled that the Library Board had, at its September 11, 1953 meeting, decided that the monthly General Fund Statement be reproduced and mailed to Library Board members with the minutes of the September, October, and November meetings, then suspended pending a decision on the continuation of the mailing. The discussion which followed included some emphasis on the value of the report to board members as a source of financial information, continued with an offer by Mr Arthur Hanson to draft a form for a quarterly report, and concluded with a decision to continue mailing the monthly General Fund Statement with the minutes until Mr Hanson and the Librarian settled upon a form for a quarterly report which could be presented to the board for approval.

New Business

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective December 1953 which he stated are in accord with the salary scales.

Name	Effective Date	Salary Month To-Month Basis	Position
Salary Changes			
Patricia Payne	Dec. 1	$38.17 (leave of absence for 19 days Dec. only)	Clerk Assistant, Catalog Dept.
Ida Mae Boedecker	Dec. 1	$107.39 (leave of absence for 6 days Dec. only)	Clerk Assistant, Circ. Dept.

Name	Effective Date	Salary Month To-Month Basis	Position
Salary Changes			
Betty Jo Williams	Dec. 1	$107.39 (leave of absence for 6 days Dec. only)	Clerk Assistant, Circ. Dept.
Sandra Waggy	Dec. 1	$34.75 (leave of absence for 6 days Dec. only)	Clerk Assistant, B&G Dept.
Joanne Greenspun	Dec. 1	$206.60 (leave of absence for 6 days Dec. only)	Librarian Assistant Circ. Dept.
Employments			
Thomas DeLauder	Dec. 22	$9.20 for Dec. 22 only	Temporary truck driver
Resignations			
Robert Skiles	Nov. 30		Janitor
Returned From Leave			
Fred Skiles	Dec. 1	$180.55	Janitor

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Mark Cumm
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JANUARY 8, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 8, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Dickinson
Mr Flinn
Judge Hudson
Mr Kleeman
Colonel Phillips
Dr Pianfetti
Mrs Thomas
Mr Young

The minutes of the December 4, 1953, meeting were approved.

Librarian's Monthly Report for December 1953. The Librarian's monthly report was read and approved. The Librarian was directed to have published such parts of it as he saw fit.

Approval of Bills. The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 327 and 328). It was moved by Mr Flinn and seconded by Colonel Phillips that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repairs. The Librarian reported that roof repairs are continuing but that the job is not yet completed.

Cleaning of Library Building. The Librarian reported that the request from the Library Board to the Board of Education for the granting of funds to clean the exterior of the library building was denied because, "It so happened that some delegations were present (at the meeting of the Board of Education) asking for the painting of the inside and outside of school buildings, and because the Board had to decline these requests it felt that it could not spend any of its resources for cleaning the Library Building when it could not meet its own obligations in the simple matter of painting."

Mrs J. R. Thomas' Nomination. The Librarian reported that the Board of Education had confirmed the appointment of Mrs J. R. Thomas to membership on the Library Board for the unexpired term of Mrs Juliet Staunton Clark, which ends on June 30, 1957.

Bookmobile. After a summary report by the Librarian of the advantages, disadvantages, and costs of various truck chassis and bodies, it was moved by Mr Flinn and seconded by Mr Dickinson and unanimously:

> RESOLVED, That the Librarian is authorized and directed to purchase a Reo chassis and a custom body built by the Swab Wagon Company, of Elizabethville, Pennsylvania.

Subsequent discussion resulted in an informal decision to have Board of Education employees examine the bookmobile upon its arrival in Charleston to make certain that it meets the specifications

AIA Midwinter Meeting. The Board approved the payment of expenses for the Head Librarian to attend the American Library Association Midwinter Meeting at Chicago, February 2-6, 1954.

New Business

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective January, 1954, which he stated are in accord with the salary scales:

Name	Effective Date	Salary Change From-	To-	Position
Salary Changes				
Robert F. Simmons	Jan. 1	$261.55	$270.55	Librarian Assistant, Circulation Department
Margaret Hilliard	Dec. 1	$304.55	313.55	Librarian Assistant, Circulation Department
Frances Alderson	Dec. 1	$384.55	390.55	Head, Extension Department
Employment				
Thomas DeLauder	Jan. 12, 13	$18.40 (for Jan. only)		Temporary truck driver

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Mack Sumner
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

FEBRUARY 12, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on February 12, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Dr Cook
Mr Dickinson
Mr Pianfetti
Dr Riggleman
Dr Sibley
Mrs Thomas
Mr Young

The minutes of the January 8, 1954, meeting were approved.

Librarian's Monthly Report for January 1954. The Librarian's report was read and approved. The Librarian was directed to have published such parts of it as he saw fit.

Committee Reports. There were no committee reports given.

Approval of Bills. The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 329 and 330). It was moved by Dr Cook and seconded by Dr Riggleman that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repairs. The Librarian reported that the roof repairs are progressing very slowly and he suggested that some pressure be put upon Mr Shawver to

complete the job promptly. The feeling of the Board was that Mr Tucker's approval should be obtained before any attempt was made to hurry the work, in order to avoid insisting upon what was impractical or less desirable than the delay.

Bookmobile. The Librarian reported that a firm order had been placed for the bookmobile chassis and body. The total cost of the unit is to be $11,877. Delivery date is June 1, 1954. The Librarian also indicated that it would be desirable to inspect the vehicle when the body shell is complete and again when the vehicle is finished.

Lighting in Circulation Department. The Librarian recalled that this year's budget contains money for new fluorescent fixtures in the Circulation Department, that increased attention can be given to this matter following the completion of the bookmobile specifications, and that costs figures on the job should be available to the Board soon.

Cement Work. It was moved by Dr Riggleman, seconded by Dr Cook and unanimously carried that a contract with Mr J. A. Duffield to dig foundations, set forms, and pour concrete for repairs to the library front sidewalk and side rear retaining curbs for $267 be ratified and approved.

Employment of Head of Reference Department. It was moved by Mrs Anderson and seconded by Dr Pianfetti that the appointment of Mr M. Jerome Foley as Head of the Reference Department effective February 1, 1954, at an annual salary of $4,050.60 be confirmed. The motion was carried unanimously.

New Business

Gift of Books by Kanawha Garden Council. The following motion, regarding the terms of acceptance of a gift of books from the Kanawha Garden Council, was introduced by Dr Riggleman, seconded by Mr Young, and approved unanimously.

RESOLVED, That the Kanawha Garden Council's recent gift of 18 volumes on gardening to the Kanawha County Public Library is acknowledged by the Library Board with thanks. These books will be added to the collection and lent to the people of Kanawha County according to regular library procedures. In the event of construction of a County Garden Center, the Library Board would entertain favorably a request from the Garden Council that these books be placed in the Garden Center as a deposit collection, provided they could be properly safeguarded against loss, provided their use was not restricted, provided that this location would result in increased use of the books by the people of the county interested in reading about gardening subjects, and provided further that the Library Board has the power so to do.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective February 1954, which he stated are in accord with the salary scales:

Name	Effective Date	Salary Month To Month Basis	Position
Employment			
Ninnetta Mae Thomas	Feb. 1	$139.55	Clerk Assistant, Extension Dept.
M. Jerome Foley	Feb. 1	337.55	Head, Reference Dept.
Temporary Employment			
Thomas DeLauder	Feb. 16	$9.20 (for Feb. only)	Temporary truck driver
Resignations			
George L. Williams	Dec. 31		Head, Reference Dept.
Barbara Ward	Feb. 10	57.87	Clerk Assistant, Extension Dept.
Sandra Sue Waggy	Jan. 31		Part-time Clerk Assistant, Boys and Girls Dept.
		Salary Change	
Salary Changes		From To-	
Marcella Kramer	Feb. 1	$268.55 $277.55	Librarian Assistant, Catalog Department
Diana Dale Park	Feb. 1	69.50 139.55	From ½ time to full time Clerk Assistant, B&G Dept

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
President

Mark Cumm
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 5, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 5, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Flinn
Judge Hudson
Mrs Thomas
Mr Young

The minutes of the February 12, 1954, meeting were approved.

Librarian's Monthly Report for February 1954. The Librarian's report was read and approved. The Librarian was directed to have published such parts of it as he saw fit.

Committee Reports. There were no committee reports given.

Approval of Bills. The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (Lists of Bills Nos. 331 and 332). It was moved by Mr Flinn and seconded by Mrs Anderson that the bills be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repair. The Librarian reported that work progress on the roof is satisfactory and that the library will incur an additional charge on this job

of $30.00 for sheathing repairs which were done on a time and materials basis.

Bookmobile. The Librarian stated that Swab Wagon Company had received the Reo chassis and had begun construction of the body on February 18. He also reported that he will make an inspection trip to the body shop when the shell is complete and before the interior fixtures are installed.

Lighting for Circulation Department. The Librarian reported that the thinking and planning for Circulation Department included consideration of the present arrangement of furniture and book stacks, discovery of the various types and brands of lighting fixtures involved, comparison of costs, and obtaining the advice of the power company's illuminating engineers. It is expected that the new lighting will be installed in the near future.

New Business

Kanawha Welfare Council Delegates. The Library Board designated Mrs Wilson Anderson and Mr Mark Crum as its delegates to the Kanawha Welfare Council for the year 1954.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective March 1954 which he stated are in accord with the salary scales.

Name	Effective Date	Salary Change From-	To-	Position
Salary Changes				
Eunice Boehm	March 1	$74.50	$77	Part-time clerk Assistant, Circulation Department
Paula M. Pfost	March 1	$157.55	$162.55	Sr. Stenographer, Office

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 9, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 9, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Dr Cook
Mr Hanson
Colonel Phillips
Mrs Thomas
Mr Young

The minutes of the March 5, 1954, meeting were approved.

Librarian's Monthly Report for March 1954. The Librarian read his report for the month of March describing his own activities as well as those of the various departments of the library. The report was approved and the Librarian was directed to publish such parts of it as he saw fit.

Approval of Bills. Dr Cook moved and Colonel Phillips seconded the motion that the bills (Lists Nos. 332 and 334) be approved and transmitted to the Board of Education for payment. The motion was carried.

Unfinished Business

Roof Repair. The Librarian reported that the contract work on the roof has been virtually completed. He further reported that Mr Tucker and Mr Shawver had inspected the roof on April 7 and had jointly recommended that the following work be done on the roof.

Install for replacement approximately 400 slate	$240.00
Copper work on dome	200.00
Repair seams on cornice gutter	225.00
Point parapet panels black	20.00
Nail loose cornice tin	25.00
	$710.00

It was moved by Mr Hanson, seconded by Colonel Phillips and unanimously

RESOLVED, That the librarian take the necessary action to have the recommended roof repairs made at a cost not to exceed $710.

Bookmobile. The Librarian reported that his inspection trip to the Swab Wagon Company at Elizabethville, Pennsylvania, on March 19 and revealed that the body builder was following specifications in every detail and that the bookmobile construction was proceeding satisfactorily. The bookmobile will be inspected in the shop upon completion, accepted subject to the inspection of the Board of Education's transportation superintendent, and driven to Charleston by the library's driver.

Lighting for Circulation Department. The Librarian traced the history of the library's study of lighting principles and fixtures. He stated that cost estimates had been received and that at this date Schoolfield-Harvey seemed to be offering us the best price. After some discussion of preferences on the part of board members for surface mounted or suspended fluorescent fixtures, it was moved by Colonel Phillips, and seconded by Mr Hanson that the Librarian decided upon the type of lighting fixture and proceeed to make a contract which would be most advantageous to the library, considering price, workmanship and quality of materials.

Quarterly Financial Report. The Librarian reported that, in keeping with instructions given in the minutes of December 4, 1953, he and Mr Hanson had worked out a new Financial Statement form to be used monthly, rather than quarterly in reporting the library's financial picture to the Library Board.

Copies of the form were distributed and it was explained by Mr Hanson. The Board members recognized the form as being very good and expressed their thanks to Mr Hanson for the time and effort which he had given to its preparation. It was moved by Colonel Phillips seconded by Mr Young, and unanimously

RESOLVED, That the new Financial Statement form be accepted by the Board and that the Librarian be instructed to begin its use with the March 1954 figures.

New Business

Budget - Transfer of Funds. It was moved by Mr Hanson, seconded by Colonel Phillips and unanimously

RESOLVED, That the $2,617 unexpended balance in the ordinary repairs and sundry repairs accounts be utilized by adding $1,387 to the $10,500 already set aside to pay for the bookmobile, by setting aside $809 for additional roof repairs and architects fees, and by authorizing the librarian to transfer $421 to other accounts according to his discretion and the needs of the library.

Agenda for Balance of Year. The Librarian was instructed to present his budget for 1954-1955 to the Budget Committee prior to the regular Board meeting in May. It was agreed that the May meeting could very suitably be delayed in order to provide time to work out the budget details.

The Librarian reminded the members of the Library Board that nominations to fill expiring terms should be approved for forwarding to the Board of Education not later than the June meeting.

He also pointed out that election of officers this year will occur at the July meeting.

Building Survey of Washington County Free Library at Hagerstown, Maryland. The Librarian reported that he had accompanied Mr Joseph L. Wheeler on a survey of the building remodeling problems at the public library in Hagerstown on March 30 and 31. He described the experience as being very informative and helpful in our examining our own remodeling needs.

Travel Expenses. The Library Board approved the payment of expenses for the Head Librarian's inspection trip to Elizabethville, Pennsylvania, on March 19 and for his survey trip to Hagerstown, Maryland, on March 30 and 31.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective April 1954 which he stated are in accord with the salary scales:

Name	Effective Date	Salary Change From-	To-	Position
Salary Changes				
Alice Rose Ringel	April 1	$32.50	$48.75	Page, Boys and Girls Dept.
Julia M. Fuller	April 1	69.50	52.12	Part-time Clerk Assistant, Boys and Girls Dept.
Betty Jo Carter	April 1	58.50	69.50	½ Time Clerk Assistant, Circulation Department
Betty Jane Harper	April 1	159.55	164.55	First Clerk Assistant, Extension Department
Charles Loudermilk	April 1	268.55	277.55	Librarian Assistant, Reference Department
Resignations				
Eunice Boehm	April 6	12.92		½ Time Clerk Assistant, Circulation Department
Employment				
Peter Hutchison	April 1	58.50		Page, Circulation Department

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING

OF THE BUDGET COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 18, 1954

A meeting of the Budget Committee of the Library was held at 3:30 p.m. on May 18, 1954, in the Board Room for the purpose of considering certain budget proposals and estimates prepared by the Librarian, and to decide upon a proposed 1954/1955 budget for recommendation to the Library Board.

The following members of the committee were present:

Mr Dickinson, Chairman
Mr Flinn
Mr Hanson
Judge Hudson
Colonel Phillips

The Librarian acted as Secretary and reported that all members were present.

Copies of the proposed budget were passed out and read by the Librarian, with frequent pauses for discussion, comment, or questions and answers.

The proposed budget included $146,157 for the operating budget, which amount included all automatically necessary increases. The proposed budget also included several supplementary items either considered necessary by the Librarian and selected for high priority by the Department Heads group of the staff, or held by board members to be of importance to justify serious consideration if and when funds are available. An attached sheet displays these supplementary items.

After much discussion, which included some explanation and elaboration by Mr Flinn of the financial difficulties being faced by the Board of

Education, and an expression by Judge Hudson that the present plan of equalizing assessments would result in some increase in total valuations, the following motion made by Colonel Phillips and seconded by Mr Flinn, was passed unanimously:

> RESOLVED, That Mr Hanson prepare a report for the Budget Committee to present to the Library Board, which would recommend a request for an operating budget equal to the 1953/1954 budget, plus an amount equal to last year's receipts from rentals, fines, and lost books to cover necessary increases in the operating budget as well as some of the supplementary items.

The meeting adjourned at 5:05 p.m.

Chairman

Secretary

LIBRARY BUDGET

1954-1955

I To operate at last year's level, an appropriation of $146,157 will be needed. This is an increase of $4,258, derived as follows:

Item	Increase	Decrease	
Salaries	$3,585		
Books	7,500		
Repairs		$7,086	
Printing	25		
Utilities	328		
Travel		200	
Contingency		170	
Garnet	276		
	$11,714	$7,456	$4,258 balance

See attached:

Exhibit A, Budget 1953-1954; Exhibit B, Budget 1954-1955.

II To bring Kanawha County Public Library professional salaries up to the same level as teacher's salaries, add $7,244.00 (see attached sheet, Salary Comparison, marked Exhibit C.)

III To place some emphasis on extension of library service to areas of county or portions of the population now being served inadequately by Kanawha County Public Library, either

A. Assume financial responsibility for:

St. Albans Library	$2,000 (est. $1,500 - $2,000 now)
South Charleston Library	$3,000 (est. $2,500 now)

B. Purchase a second bookmobile:

$12,000 purchase price of present vehicle. Second unit could be smaller, $11,000, for travel to less accessible and less heavily used stops.

Note: This vehicle could be purchased late in fiscal 1954-1955, and cost of additional staff could be budgeted in following year, i.e., 1955-1956.

C. Establish a standard shcools department within the library for collective ordering, purchasing, and processing of non-text school books, as well as centralized reference and inter-library loan services to schools. This service requires planning and perhaps outside advice. Money could be set aside this year for travel to functioning school's departments, or to hire a consultant such as Miss Krarup in Pittsburgh who is experienced and capable as a schools department administrator.

IV Begin first stage of remodeling in main library.

A. An elevator installation would cost upwards of $23,000. Otis quotation (February 20, 1953) is $22,236, but does not include preparation of hoistway, pit, guide rail supports, and wiring to location.

B. Cleaning of building exterior - $4,200 - by acid poultice method.

C. Painting the interior of library - $3,210 - for public and work space, but not storage space.

D. Replace columns on library dome - $1,280.

V To initiate new services:

A. Mail service for books

Est. $350 2600 vol. x $.05 = $130.00 + 2000, #3 bags, $121 and 1000, #5 bags, 99 or $220 = $350.

B. Drive in book pick up

Est. $35 to build shelf. (New lease on lot involved).

C. Plastic-clear covers for books

10,000 @ $8.25/hundred = $825.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 21, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on May 21, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mrs Anderson
Mrs Brown
Dr Cook
Mr Dickinson
Mr Hanson
Mr Kleeman
Colonel Phillips
Dr Pianfetti
Dr Sibley
Mrs Thomas
Mr Young

The minutes of the April 9, 1954, meeting were approved.

Librarian's Monthly Report for April 1954. The Librarian read his account of the activities of the various departments of the library. The report was approved upon motion by Mr Hanson, seconded by Mr Kleeman, and the Librarian was directed to have published such parts of it as he saw fit. There was some informal comment by the President of the Library Board on the meeting which he attended with the department heads on the budgetary needs and future growth of the library. He expressed his approval of the meeting and emphasized the need for all board members to do more thinking about the library.

Approval of Bills. Dr Pianfetti moved, and Colonel Phillips seconded, that bills (Lists Nos. 335 and 336) be approved and transmitted to the Board of Education for payment. The motion was carried.

Report of Committees. Budget Committee. Mr Hanson presented a written report for the Budget Committee composed of Mr Dickinson, chairman, Mr Flinn, Mr Hanson, Judge Hudson, and Colonel Phillips, members. A copy of this report is attached to the minutes. After some explanatory comment by members of the Budget Committee, and a discussion of the various items in the proposed budget, Mr Kleeman moved, seconded by Mrs Anderson, that the Report of the Budget Committee, be accepted and filed; that the budget recommended by the Budget Committee be adopted and presented to the Board of Education. The motion carried. Thereupon the President delegated Mr Hanson and Mr Williamson to present the library budget to the Board of Education at its first meeting in July 1954. The President stated that in his opinion it was essential that all the members of the Library Board consider all of the problems of the library; and he requested the Librarian to prepare a summary of the ideas presented to the Budget Committee for presentation to the Library Board as a whole.

In the discussion which followed the action on the report of the Budget Committee, general comment was offered on support of libraries jointly by city and county governments and school boards. Mention was also made of the possibility of forming a separate commission with power to levy for the library. Mr Kleeman spoke of the desirability of having job descriptions and classifications discussed in connection with library salaries.

Unfinished Business

Roof. The Librarian reported the completion of all contemplated roof work, including the installation of a wire cloth pigeon baffle which should prevent any more pigeons from entering the dome and under-roof areas of the building. The roof is bonded for twenty years, effective February 25, 1954, by the Continental Casualty Company of Chicago, Illinois. The bond has been sent to the Kanawha County Board of Education (date of letter of transmittal May 24, 1954) attention Mr C. W. Gentry with the request that it be filed with the other valuable papers of the library.

Bookmobile. The Librarian reported that the new bookmobile was complete except for painting and that it would be complete on June 1.

Lighting. The Librarian reported that the new lighting for the Circulation Department has been satisfactorily installed.

Subscription to "W. Va. Libraries." The Librarian explained that he would not ask Library Board members to subscribe to "West Virginia Libraries," would instead ask them on October 1, to take a $2.00 membership in the West Virginia Library Association.

New Business

A.L.A. Summer Conference. The Librarian stated that the conference this year would be held in Minneapolis, Minnesota from June 20-26. Two staff members had expressed a desire to attend. Upon motion by Colonel Phillips, seconded by Dr Pianfetti it was

> RESOLVED, That the expenses for the Librarian and an allowance of $75 each for two staff members be paid for attendance at the A.L.A. Summer Conference June 20-26.

Clark Gift Volumes. It was announced by the Librarian that Mr Lyell Clay and Mr Buckner Clay had arranged for the books from the home of Mrs

Juliet Staunton Clark to be given to the library. The books had been received. It was moved by Mr Dickinson, and seconded by Mrs Anderson that the following appear as a part of the official minutes of the library.

> RESOLVED, That it is with deep appreciation that the Kanawha County Public Library accepts as a gift the volumes from the personal library of Mrs Juliet Staunton Clark. These volumes will live in the library's book collection as a continuing reminder of Mrs Clark's interest in books and of her service to the people of Kanawha County as a member of the Library Board.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective May 1954 which he stated are in accord with the salary scales:

Name	Effective Date	Salary Change From-	To-	Position
Salary Changes				
Charles House	May 1	$228.05	$230.55	Bookmobile Driver
Mary Ringel	May 1	$58.50 (for May only)	$ 60.75	Page, Boys and Girls Dept.
Randall Vanderbeek	May 1	$58.50	$ 60.75	Page, Circulation Dept.
Courtney Joslin	May 1	$58.50 (for May only)	$ 60.75	Page, Circulation Dept.
Employment		Salary Month To-Month Basis		
Thomas DeLauder	May 1	$40.70 (for May only)		Temporary Truck Driver
Nancy Lou Matheny	May 24	$139.55 ($33.50 for May only)		Clerk Assistant, Circulation Department
Jo Anne Woodyard	May 3, 4, 5, 6	$22.24 (for May only)		Temporary Clerk Assistant Boys and Girls Dept.
Resignations				
Patricia Payne	May 25	$117.22		Clerk Assistant, Catalog Department

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motionadjourned.

Mark Lemon
Secretary

President

May 20, 1954

TO THE BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY
CHARLESTON, WEST VIRGINIA

Pursuant to resolution adopted by your Budget Committee at a meeting on May 18, I am presenting herewith for your consideration the proposed budget of expenditures for the year 1954/55. This budget totals $150,501. Of this amount, $143,001 is for the main library and $7,500 for the Garnet branch.

Your Budget Committee has reviewed in some detail the various items comprising the budget and considered their necessity and relative importance for efficient operation and extended service of the library.

The total of the 1954/55 budget is made up as follows:

Operating budget equal to budget for the current fiscal year	$141,899
Increase for necessary and supplementary items	8,602
Total	$150,501

The increase was limited to the receipts for the last twelve months from rentals, fines, lost books, etc. in the amount of $7,215, which was collected by the library and turned over to the Clerk of the Board of Education, plus $1,387 representing the additional cost of the new bookmobile which we have to pay for out of this year's operating budget.

In the proposed budget, comparisons are made to the 1953/54 budget. The increases in salaries represent regular increments for

the present staff. The additional $7,500 budgeted for books reinstates the amount deducted from the book budget last year. The amount of $3,210 set up for painting the interior of the library is for the public and work space, but not storage space.

When you compare the total 1954/55 budget with the total amount of money appropriated by the Board of Education for the library in the 1953/54 fiscal year, you will observe that the 1954/55 figure is still $1,898 lower.

Herewith is a percentage comparison of the three groups of budgeted expenditures for the main library with the American Library Association averages:

	Our library		ALA
	Amount	Per cent	Per cent
Salaries	$ 85,028	59.46%	60%
Books	30,400	21.26	20
Building and other exp. .	27,573	19.28	20
	$143,001	100.00%	100%

You will note from these percentages that the distribution of our expenditures conforms very closely to the averages recommended by the American Library Association.

The Budget Committee recommends the adoption of the budget for 1954/55 submitted herewith. Further, it is recommended that a request be made to the Board of Education for the use of miscellaneous receipts now being collected by the library and turned over to the Board of Education.

Respectfully submitted,

FOR THE BUDGET COMMITTEE

Lester Hansen

PROPOSED BUDGET OF EXPENDITURES

KANAWHA COUNTY PUBLIC LIBRARY

For the year 1954-55
with comparisons to the 1953/54 Budget

	1954/55 Budget	1953/54 Budget	Increase (Decrease) in 1954/55
MAIN LIBRARY			
1. Salaries			
Staff salaries	$ 85,028	$ 83,172	$1,856
2. Books			
Books	$ 21,500	$ 14,000	$7,500
Audio-visual material	500	500	-
Subtotal	$ 22,000	$ 14,500	$7,500
Binding	6,500	6,500	-
Periodicals	1,900	1,900	-
Total	$ 30,400	$ 22,900	$7,500
3. Building and other expense			
Repairs and maintenance:			
Ordinary	$ 2,090	$ 2,090	-
Painting the interior of library	3,210	-	($3,876)
Roof, lighting and sundry repairs	-	$ 7,086	
Subtotal	$ 5,300	$ 9,176	($3,876)
Salaries - building staff	7,520	5,791	1,729
Utilities	4,317	3,989	328
Office and library supplies	3,934	2,800	1,134
Insurance	1,340	1,340	-
Vehicle supplies	1,143	1,143	-
Furniture and equipment	1,117	1,117	-
Service contracts	827	827	-
Building supplies	800	800	-
Travel	775	975	(200)
Printing	345	320	25
Memberships	55	55	-
Contingencies	100	270	(170)
Total	$ 27,573	$ 28,603	($1,030)
TOTAL FOR MAIN LIBRARY	$143,001	$134,675	$8,326
GARNET BRANCH	7,500	7,224	276
	$150,501	$141,899	$8,602
SUPPLEMENTARY			
For new bookmobile	-	10,500	(10,500)
TOTAL BUDGET	$150,501	$152,399	($1,898)

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 4, 1954

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 4, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, President
Mr Dickinson
Mr Flinn
Judge Hudson
Dr Riggleman
Mrs Thomas

The minutes of the May 21, 1954, meeting were approved.

Librarian's Monthly Report for May 1954. The Librarian read a report on the library for the preceding month. It was accepted by the Library Board and the Librarian was directed to publish such parts of it as he saw fit to publish.

Approval of Bills. Mr Flinn moved, and Judge Hudson seconded a motion that the bills (Lists No. 338 and No. 339) be approved and transmitted to the Board of Education for payment. The motion carried.

Report of Committees. There were no committee reports.

UNFINISHED BUSINESS

Budget Presentation. The Librarian reported that letters had been sent to Mr Hanson, Mr Williamson, and Mr Flinn stating that Mr Hanson and Mr Williamson had been designated by the President of the Library Board to represent it in the presentation of the library's 1954/1955 budget request

to the Board of Education. The letter to Mr Flinn further requested that he name a time and place for Mr Hanson and Mr Williamson to appear.

In commenting upon the receipt of his letter, Mr Flinn stated that the presentation should be made at 7:30 p.m. on July 8, 1954, in the Board Room of the Board of Education Building at Elizabeth and Quarrier Streets. Mr Flinn asked that the Librarian, as Secretary of the Library Board, send an appropriate notice to Mr Hanson and Mr Williamson.

Summary of the Librarian's Budget Proposal. The Librarian offered to read to the Library Board a summary which he had prepared of the suggestions which he had previously made to the Budget Committee concerning the 1954/1955 budget request. In order to bring this material before all members of the Library Board it was suggested that the summary be mimeographed and mailed with the minutes.

Bookmobile. The Librarian reported that the regular driver, Mr Charles F. House, had brought the bookmobile from Elizabethville, Pennsylvania, arriving in Charleston at 10:00 a.m. on June 4, 1954.

NEW BUSINESS

Nominating Committee for Library Board Officers. The President appointed Dr Riggleman, chairman, Mr Flinn and Mr Dickinson, members, of a committee to present nominations for Library Board officers, President, Vice-President, and Secretary, with instructions to present a report at the annual meeting of the Board in July.

Board Membership. Upon motion made by Mr Dickinson, seconded by Judge Hudson the following resolution was unanimously adopted.

> WHEREAS, Ruth Millard Rummel has served with dignity, interest, and distinction as a member of the Book Committee of the Charleston Public Library beginning in 1909, and as a member of the Library

Board of the Charleston Public Library, now the Kanawha County Public Library, since October 26, 1911; and,

WHEREAS, Mrs Rummel is unable to attend meetings of the Library Board; and,

WHEREAS, Mrs Rummel's interest in, and regard for the Library remains as strong as ever;

BE IT RESOLVED,

That Ruth Millard Rummel be elected an Honorary Member of Directors of Kanawha County Public Library, effective July 1, 1954, which date marks the 45th anniversary of the beginning of her service to the people of Kanawha County through its public library.

Statistics on Status of Public Library Service. The Librarian read excerpts from recently published articles which he stated contained statistics which would be of interest to the Library Board. The first of these articles emphasized the short supply of professional librarians by stating that library schools could easily place two or three times the number of graduates which they have this year. Beginning salaries for June 1954 library school graduates are averaging $3,575 to $3,625. Our beginning salary is $3,000.

The second articles was a statistical summary by states of, among other things, per capita expenditures for public libraries. The national average was 86 cents. The highest state was Massachusetts $2.10. The lowest was West Virginia with a 19 cents annual per capita expenditure.

1953/1954 Expenditures. The Librarian reported that the total expenditure for the library for the current fiscal year will be $38.38 less than the amount appropriated for the support of the Library by the Board of Education.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective June 1954 which he stated are in accord with the salary scales:

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Hazel Fisher	June 14	$333 ($192 for June 1954)	Substitute Librarian, Circulation Department
Virginia Pilato	June 21	$139 ($48.15 for June 1954)	Temporary Clerk Assistant, Extension Department
Jo Anne Woodyard	June 9	$139 ($101.46 for June 1954)	Temporary Clerk Assistant, Boys and Girls Department
Fred Broyles	June 1-4 inclusive	$29.20 (for June 1954)	Substitute Bookmobile Driver
Mitzi Merriman	June 1	$58.50	Page, Extension Department
Ruth Eary	June 7	$279 ($225.54 for June 1954)	Substitute Librarian Assistant, Extension Dept.
Leave of Absences			
Randall Vanderbeek	June 1	No salary for June 1954	Page, Circulation Department
		Salary Change From- To-	
Salary Changes			
Betty Jo Carter	June 1	$69.50 $98.75 (for June only)	Part-time Clerk Assistant, Circulation Department
Darlene Sue Older	June 1	$58.50 $87.75 (for June only)	Page, Circulation Department
Frances Alderson	June 1	$390.55 $315.50 (for June only)	Head, Extension Department
Resignations			
Harold Paxton	May 31	No salary due him	Page, Extension Department
Diana Dale Park	June 8	$37.45	Clerk Assistant, B&G Department

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Mark Cunn
Secretary

SUMMARY OF THE LIBRARIAN'S
BUDGET SUGGESTIONS
1954/1955

I want topreface this summary with a brief recounting of the results of two discussions which I had with the five department heads of the library, prior to the preparation of my budget proposal. Then I will go on to describe the information and opinion which I laid before the Budget Committee.

The department heads were assembled and asked to think about the form which library service might best take in this community, and to express an opinion as to what steps should be taken first in the library's growth toward the realization of that service. It was explained that their views would be taken into consideration by the Librarian in preparing his suggestions for next year's budget request.

Each of the following topics was discussed.

A. Bookmobile - Cost of operating a second unit. Need for service in remote communities. Effect on central library of service to close in communities. Result of complete mechanical failure of present vehicle.

B. Staff - Each department recited its needs for additional professional or non-professional staff and spoke in exact terms of additional services or work which this new personnel would make possible.

C. Books - Discussion by individual departments of the effect of last year's book cuts, of the deterioration in the condition of books, of the pressures for more books in the Boys and Girls Department of requests for more stops by bookmobile and for more books for classroom deposit collections, and of the need for more reference books. Every increase in new services or extension of old services which was envisioned implied heavier use of present books and need for more new books.

D. Schools Department - The wisdom of creating a schools department within the library to select, purchase, and process all non-text books for the county school system was explored. Efficiency of centralized cataloging, reference services, and inter-library loans were mentioned.

E. Branch Libraries - In seeking some way to provide service to other areas of the county, branch libraries were talked of. South Charleston and Saint Albans were pointed out as libraries which should be an integral part of a county library system supported by the library's general budget.

F. Remodeling - All present at the meeting voiced opinions about the need to clean this building inside and out, and put it back into usable condition.

Those were the six major areas of growth discussed and, when forced by the librarian to make a choice between them, and after repeated emphasis on the importance of each, it was agreed that it was of prime importance that we find some way to extend our service to the rest of the county in order to become a real county library. Of second and almost equal importance was the need to begin restoring the main library building to full use. Important and basic as the other things were, the department heads placed them after extension and remodeling.

You will note that the department heads did not discuss salaries paid to the staff. This is a point which needs your attention but which I refrained from talking to them about, and which they very discretely did not bring up. There will be more explanation about salaries a little later in this summary.

With that much background about the meeting of department heads, which Mr Ray mentioned to you at the last Board Meeting as being particularly impressive to him, I will proceed to a review of the paper which I prepared for the Budget Committee. It is divided into five sections, the first one of which deals with the current operating budget. The remaining four sections deal with supplementary items.

LIBRARY BUDGET
1954/1955

I To operate at last year's level, an appropriation of $146,157 will be needed. This is an increase of $4,258, derived as follows:

Item	Increase	Decrease	
Salaries	$3,585		
Books	7,500		
Repairs		$7,086	
Printing	25		
Utilities	328		
Travel		200	
Contingency		170	
Garnet	276		
	$11,714	$7,456	$4,258 balance

II. To bring Kanawha County Public Library professional salaries up to the same level as teachers' salaries, add $7,244.00 (see attached sheet, Salary Comparison, marked Exhibit C).

III. To place some emphasis on extension of library service to areas of county or portions of the population now being served inadequately by Kanawha County Public Library, either

A. Assume financial responsibility for:

St. Albans Library	$2,000	(est. $1,500 - $2,000 now)
South Charleston Library	$3,000	(est. $2,500 now)

B. Purchase a second bookmobile:

$12,000 purchase price of present vehicle. Second unit could be smaller, $11,000, for travel to less accessible and less heavily used stops.

Note: This vehicle could be purchased late in fiscal 1954/1955, and cost of additional staff could be budgeted in following year, i.e., 1955/1956.

C. Establish a standard schools department within the library for collective ordering, purchasing, and processing of non-text school books, as well as centralized reference and inter-library loan services to schools. This service requires planning and perhaps outside advice. Money could be set aside this year for travel to functioning school's departments, or to hire a consultant such as Miss Krarup in Pittsburgh who is experienced and capable as a schools department administrator.

IV. To begin first stage of remodeling in main library, either

A. An elevator installation would cost upwards of $23,000. Otis quotation (February 20, 1953) is $22,236, but does not include preparation of hoistway, pit, guide rail supports, and wiring to location.

B. Cleaning of building exterior - $4,200 - by acid poultice method.

C. Painting the interior of library - $3,210 - for public and work space, but not storage space.

D. Replace columns on library dome - $1,280.

V. To initiate new services

A. Mail service for books.

Est. $350 2600 vol. x $.05 = $130.00 / 2000, #3 bags $121 and 1000, #5 bags, 99 or $220 = $350.

B. Drive in book pick up

Est. $35 to build shelf. (New lease on lot involved).

C. Plastic-clear covers for books

10,000 @ $8.25/hundred = $825.00

This is a recapitulation, Mr President, of the Librarian's budget suggestions for this year, omitting any discussion which followed the presentation of this paper to the Budget Committee.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JULY 9, 1954

The annual meeting of the Board of Directors of the Kanawha County Public Library was held on July 9, 1954, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray, president
Dr Cook
Mr Dickinson
Mr Hanson
Colonel Phillips
Dr Pianfetti
Dr Sibley
Mrs Thomas

The minutes of the June 4, 1954, meeting were approved.

Librarian's Monthly Report for June 1954. The Librarian read a report of the activities of the various departments of the library during the month. The report was accepted by the Library Board and the Librarian was directed to publish.

Report of The "Temporary Committee for Presentation of the Budget." Mr Hanson reported that he and Mr Williamson were given a very gracious reception by the Board of Education at its meeting on July 8. Some questions were asked, and an expression of desire to be able to furnish the library more money, as well as favorable comment on the library's work, were forthcoming from members of the Board of Education. Mr Hanson stated that the report printed in the Gazette for July 9, to the effect that the budget request had been

granted, was erroneous. Action on the library budget request was postponed for three weeks. It was moved by Mr Dickinson, seconded by Dr Cook and

RESOLVED, That the report of the Temporary Committee for Presentation of the committee members for the effort and skill which they displayed in presenting the budget to the Board of Education.

Election of Officers. The Librarian read a written report submitted by Dr Riggleman, Chairman of the Nominating Committee. An election being duly held, the following persons were elected to the following offices for a term of one year beginning July 1, 1954:

President - John V. Ray

Vice-President - Arthur P. Hudson

Secretary - Mark Crum

Approval of Bills. Dr Cook moved, and Mr Dickinson seconded a motion that the bills (Lists No. 340 and No. 341) be approved and transmitted to the Board of Education for payment. The motion carried.

NEW BUSINESS

Librarian's Annual Report. The Librarian read his 1953/1954 Annual Report on operations of the library. It was received with instructions that it filed. The Librarian was further instructed to add a one-page "Summary of the Librarian's Annual Report" at the beginning of the report, to add charts showing circulation, book stock and budget growth at the end of the report, and to transmit copies of the full report to the Board of Education.

Popular Report. The Librarian read through the draft of a popular-type report which he suggested be printed and distributed to the public. The Library Board expressed approval o the text of the report and asked the Librarian to obtain estimates of printing costs of one, two, and five thousand copies for the next meeting of the Library Board.

Sale of Unneeded Books. The Librarian reported a series of events which led to the need for a Library Board decision on the sale of unneeded books, including a visit from a traveling book dealer, the preparation of a list of surplus books, and the receipt of several offers for the books. It was pointed out by the Librarian that although these books were duplicates and although authority existed for selling them (Minutes of the Library Board February 8, 1952), he would not recommend that they be sold, but that some attempt be made to make them available to other West Virginia libraries, possibly by means of indefinite loans. Dr Cook spoke of the value and scarcity of some of the volumes on local history. The general sentiment of the Library Board members was that the books should not be sold. There was also a feeling that the books should be loaned to other libraries. Accordingly, the Librarian was instructed to prepare a resolution on indefinite loans for action at the next Library Board meeting.

Disposition of old Bookmobile. The Librarian requested an expression of preference from the Library Board on the matter of selling the old bookmobile for bookmobile purposes at a price which an interested library might be able to pay, or selling it to any purchaser at the maximum possible price. It was moved by Mr Hanson, seconded by Dr Cook and unanimously,

RESOLVED, That the librarian sell the old bookmobile, first obtaining the approval of the transaction by Mr Flinn and Mr Dickinson.

Garnet Salaries. The Librarian presented a request from Mr Hobson, Garnet Branch Librarian, for permission to increase the salary of the Assistant Librarian at Garnet Branch from $226 a month to $234 a month. He Hobson pointed out that the incumbent has had 27 years continuous services at Garnet Branch and he has submitted a copy of her job description.

In 1950/1951 ($206) and in 1952/1953 ($214) the Assistant Librarian was paid according to the Board of Education-public library scale for clerks, with maximum (15 years) experience. In 1953/1954 she was raised to $226 a month without regard to any scale.

The present library-Board of Education scale for clerks calls for $214 a month for maximum experience. ~~The same scale calls for $225 a month for maximum experience.~~ The same scale calls for $225 a month for beginning college graduates with library training and $250 a month for beginning professional librarians with a fifth year graduate degree.

The Assistant Librarian at Garnet Branch has exceed the maximum pay rate for clerks and is not qualified to be placed on the college graduate or fifth year degree salary scale.

It was moved by Dr Pianfetti, seconded by Mr Dickinson and unanimously,

RESOLVED, That the Assistant Librarian at Garnet Branch continue to be classified as a clerk with the maximum experience and that she be paid according to the appropriate salary scale.

Teachers' Retirement Board. The Librarian announced that the Teachers' Retirement Board moved from the Library Building June 4, 1954.

Mrs Rummel. The Librarian read a letter dated July 2, 1954, from Mrs Ruth Milliard Rummel to Mr John V. Ray and Members of the Library Board which expressed Mrs Rummel's appreciation at having been made an honorary member of the Library Board.

Music Listening Room. The Librarian announced that the music listening room on the second floor of the library had been opened to the public on July 1, 1954.

Personnel and Salary Changes. The Librarian reported the following personnel and salary changes effective July 1954 which he stated are in

accord with the salary scales:

Name	Effective Date	Salary Month To-Month Basis	Position
Employment			
Donald Ray Greenlee	July	$20.25 (for July only)	Temporary Page
Virginia Pilato	July 1	$139.00	Clerk Assistant, Ext. Dept.
Rodrie A. Winnell	July 6-22	$43.86 (for July 1954 only)	Substitute Bookmobile Driver
Ruth Eary	July 1	$265	Substitute Librarian Assistant, Ext. Dept.
Hazel Fisher	July 1	$333	Substitute Librarian Assistant, Circ. Dept.
Leaves of Absences			
Betty Jane Harper	July 1	No salary for July	First Clerk Assistant, Extension Department
Randall Vanderbeek	July 1	No salary for July	Page, Circulation Dept.
		Salary Change From- To-	
Salary Changes			
Peter Hutchison	July 1	$58.50 $33.75 (for July only)	Page, Circulation Dept.
Courtney Joslin	July 1	$58.50 $18.00 (for July only)	Page, Circulation Dept.
Mitzi Merriman	July 1	$58.50 $72.00 (for July only)	Page, Extension Dept.
Betty Jo Carter	July 1	$69.50 $89.75 (for July only)	Part-time Clerk Assistant, Circulation Department
Linda Jo Dugan	July 1	$58.50 $64.50 (for July only)	Page, Circulation Dept.
Mary Ringel	July 1	$58.50 $137.25 (for July only)	Page, Boys and Girls Dept.
Peter Pontius	July 1	$190.55 $66.55	Janitor
Promotion			
Lois Sally Brogan	July 1	$139.55 $149.55	From Clerk Assistant, to Acting First Clerk Assistant, Ext. Dept.

On motion duly made, seconded, and carried all the foregoing salary changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Mark Cross
Secretary

John S. Roy
President

SUMMARY OF THE
LIBRARIAN'S 1953/1954 ANNUAL REPORT
KANAWHA COUNTY PUBLIC LIBRARY

The Kanawha County Board of Education may well be proud of the progress which it has made possible for the public library during 1953/1954.

A year ago the library badly needed major roof repairs. The old bookmobile was failing and the lighting in the Circulation Department was noticeably poor.

With the $141,899 operating budget and the $10,500 supplementary appropriation granted by the Board of Education, plus a shift of 26% of the book budget to repairs, the library has been able to correct all three of the above deficiencies.

The building has a new roof which is bonded for twenty years. A splendid new bookmobile is on the road to serve the people of the county. And the Circulation Department has been equipped with handsome fluorescent lighting fixtures.

Statistics for standard library services indicate that the library has carried on very well, and has even experienced an increase in usage in some cases.

Circulation for this year is 496,834 volumes, an increase of 49,349 volumes or 11% over last year.

Registrations stand at 26,969, compared with 25,632 at this time last year.

The book stock has passed 150,000 volumes for the first time and now totals 157,251.

We circulated 96,235 volumes through collections issued to teachers from the main library or from the bookmobile. We circulated 110,289 through deposit collections delivered to school classrooms by the Extension Department of the library.

The Financial Statement for the year shows a net balance of $94.51.

KANAWHA COUNTY PUBLIC LIBRARY

ANNUAL REPORT 1953-1954

INTRODUCTION

During any one year, a library tends to follow its traditional patterns of acquisitions and services. Really spectacular events, such as moving into a new building, achieving a major increase in the book budget, or introducing a new service to the public, are infrequent.

1953-1954 has been more than routine and less than dramatic for our library. Our essential services - lending of books, answering questions, and guiding children's reading - have been just as heavily used by the public this year as in past years. But, we have been able to accomplish a few extras, of the type which gradually add to the stature of the library and slowly increase its usefulness to the people of the county.

Occasionally, in future years, we will be able to make a spectacular gain in the library's progress. And occasionally there may even be emergency years when we must mark time. However, the very least to which we can aspire is to bring each year to a close with a record of steady expansion and extension of reader services.

REPAIRS

The ordinary order of priority for expenditures in libraries - books, staff, physical plant - was reversed this year when it was realized that the library roof surface had to be replaced. The Board of Education provided the money to do a first class job on all roof and dome areas, which should keep the library building water-tight for many years.

Although the general public was not aware of the improvements being made to the roof, it was immediately and pleasantly impressed with the change from incandescent to fluorescent lighting in the Circulation Department. Not only has

eyestrain to both staff and public been eliminated, but appearance has been greatly improved and the book shelves are lighted 10 to 15 times as well.

Safety was the main consideration behind the decision to have all of the masonry in the front steps repointed. The concrete sidewalk between the stone stairway and the street was so broken and uneven that it too was replaced, as a safety measure. The same cement contractor poured two, six-inch curbs around two small quadrangles of the library lawn, enabling us to fill these two areas with earth and plant them in grass. This has added appreciably to the appearance of the side lawns.

Further beautification of the library grounds by seeding and planting was financed by the Hill and Dale and other cooperating garden clubs. Seasonal pruning and feeding of the shrubs plus the planting of two birches and one dogwood on the lawn was their gift for this year.

NEW SERVICES

After a full year of discussions, blueprints, and specifications, the library has received a magnificent new bookmobile to replace the old vehicle. The new unit is larger, more convenient, and more complete than the old one, with its open floor area, adequate book space, fine work space, and integral heating and lighting systems. The initial run was made in the new bookmobile on June 14, 1954.

Audio-visual equipment and materials are common in libraries - so much much that our library could have been considered over-due for them when we decided, early in the year, to offer records and films to our borrowers. Miss Greenspun was assigned the duty of learning everything she could about publications in the field, principles of selecting records and films for library acquisition, and the experience and practices of other libraries in acquiring,

organizing, storing and lending these new materials. Since we had no money budgeted for the service we solicited gifts of all kinds from paint, chairs, and architectural advice for a listening room, to records and a phonograph. (We later set aside $500 from the book budget for records). In less than a year we have, in the field of recordings, a going record collection with 601 records and 311 borrowers, and a music room ready for opening on July 1. In the film field we have cooperated with the Film Council of America, in a series of ten monthly preview programs, which cost us nothing more than one way transportation for the films, and from which we gained valuable experience with this new media.

A drive-up book return, bought at the end of last fiscal year, has been installed on the sidewalk at the Hale Street side of the building. It is much appreciated and much used by people who wish to return books after hours, who cannot find a place to park, or who wish to avoid climbing the steps.

Although not quite a new service, a small folder describing our services, which was prepared for distribution by the Welcome Wagon hostesses, ought to be mentioned. Its purpose is to encourage new county residents to come and use the library.

SPECIAL PROJECTS

Special projects are tasks outside the routine business of the organization. In the library's case they are undertaken willingly, as a result of a professional outlook and sense of responsibility. Our staff continually searches for new things to do or improvements which can be made, even when there is no compulsion to do so.

Much is being written these days about the content, format, and readability of annual reports. The trend is toward simplification, readable type, and illustration, either graphic or pictorial. We thought that by giving our annual

report some additional thought and effort we might be able to make it more understandable and attractive this year. The resultant pamphlet "Who goes to the Library" is not as expertly done as we would have liked, but it is a worth-while attempt to get away from the difficult, uninteresting, formal report.

The Catalog Department completed two projects of importance this year - revision of the main card catalog subject headings and cross references, and a revision of the Boy's and Girl's Department catalog.

Two American Heritage Discussion groups were sponsored experimentally by the library this year. The first met in the fall for a series of eight meetings while the second group held a ten meeting series in the winter and spring. These were a special project for the Librarian.

A library membership drive was conducted by the Boy's and Girl's Department, in cooperation with the South Charleston and Saint Albans libraries, after school started in the fall. Miss Brown estimates that two-thirds of all county schools participated in this drive and that an average of 25 or 30 children were registered from each of those schools. It is known also that several schools succeeded in having close to 100% of total enrollment registered as holders of library cards.

The library staff has been cooperating in quite a number of outside special projects which are related to library interests - the annual Career Consultation Clinic sponsored by the University Club, a second career clinic at West Virginia State College, the Morris Harvey - WCHS conference on Business Problems, and, through Miss Bryson, the preparation of a new edition of the Kanawha County Directory of Community Services.

When the last of the office stationery carrying the former librarian's name was used, we elected to design a new letterhead rather than just reprint the old.

We wanted an effect which was a little less conservative and a little more distinctive. The result of our efforts has not been a model for all to copy, but we believe that it is an improvement over the old letterhead.

STAFF

The Kanawha County Public Library has an unusually fine staff. Individually, the staff members are fully capable and are eager to have the library give excellent service. Collectively they are aware of the benefits to themselves and to the public which result from working together harmoniously and constructively. I believe that the staff has a large amount of what might be called depth, or reserve capacity, or potential. It would make a good cadre for a real county public library system.

We managed to send one or more professional staff members to each library conference this year. These meetings continue to be stimulating and helpful to those who attend. I am certain that they help to spark the attitude and enthusiasm of the staff.

Resignations this year have included Mrs. Tatterson, who left the Circulation Department when her husband's work required the family to move to another city, and Mr. Williams who left the Reference Department to become Head of the History and Political Science Library at Ohio State University. We also had thirteen resignations at the clerical level and one each at the page and janitorial levels. In every case we were able to attract qualified and pleasant mannered replacements. Miss Juliette Bryson moved from Topeka, Kansas to become Head of the Circulation Department. Mr. Jerome Foley left his position in the college library at Conception, Missouri to become Head of the Reference Department.

LIBRARY BOARD

The Library Board, like the staff, experienced some changes in its membership. With the sudden death of Mrs. Juliette Staunton Clark, which shocked and saddened her many friends, the board lost one of its valued members. Mrs. J. R. Thomas was invited and has agreed to serve in her place. Mr. Charles A. Williamson was elected to a six year term beginning July 1, 1954, replacing Reverend Joseph Hoffman who had served during the previous six years.

The Library Board decided to take special note of Mrs. Ruth Millard Rummel's unique service to the library since it was organized in 1909 by electing her an Honorary Member of the Library Board.

A very significant action was taken by the board in June when it voted an amendment to the By-Laws, the effect of which was to make the library year coincide with the fiscal year, July 1 through June 30 rather than May 1 through April 30 as had been the case.

LIBRARIAN

An unusual opportunity came to the Librarian this year in the form of an invitation from Mr. Joseph L. Wheeler, internationally known library building consultant, to accompany him on surveys of the Elkhart, Indiana and Hagerstown, Maryland public library buildings.

The Librarian was also generously permitted by the Library Board to attend a workshop in Library Management at Western Reserve University in lieu of attendance at the American Library Association summer conference.

While traveling to the workshop the Librarian made an inspection of the Gerstenslager Company shops and made preliminary inquiry about the building of a bookmobile. The contract was eventually awarded to the Swab Wagon Company and the Librarian made two trips to Elizabethville, Pennsylvania to inspect the bookmobile in the process of construction.

STATISTICS

Circulation:	1953/54	1952/53	1951/52
Main Library	406,200	~~262,032~~ 369,900	373,885
Bookmobile	90,634	~~50,000~~ 77,585	117,238
Total	496,834	447,485	491,123

Increase - 49,349 volumes, or 11% over last year.

Circulation: 1953/1954

Adult	Main Library	Bookmobile	Total
Non-Fiction	55,624	8,098	63,722
Fiction	54,774	22,165	76,939
Total	110,398	30,263	140,661
Juvenile			
Non-Fiction	49,693	13,228	62,921
Fiction	246,109	47,143	293,252
Total	295,802	60,371	356,173
Adult & Juvenile	406,200	90,634	496,834

Registrations:	1953/1954	1952/1953	1951/1952
Total Number of Registered Borrowers	26,969	25,267	25,632
Total Number Registered During the Year	9,711	8,626	8,402

Book Stock	1953/1954	1952/1953
Number of Volumes at the End of the Year	157,251	148,908
Number of Volumes Added	12,326	13,173
Number of Volumes Withdrawn	3,983	6,265
Number of Periodicals Received	355	390
Number of Newspapers Received	19	16

Teachers' Collections and Deposit Collections.

Direct service to schools in the county is handled by the Extension Department and Boy's and Girl's Department. "Teachers' Collections" are groups of books issued to the teacher at the bookmobile (for out of city schools) or in the Boy's and Girl's Department (for city schools) for an extended loan period

and are transported by the teacher to the classroom. "Deposit Collections" are groups of books issued by the Extension Department (for out of city schools - Deposit collections are not offered to city schools) for an extended loan period and are transported between the school and the library in a library panel truck.

Teachers' Collections

Number of Collections	161
Number of Volumes	2,899
Total Circulation	21,905

Deposit Collections

Number of Collections	399
Number of Volumes	11,955
Number of Schools Served	55
Total Circulation	110,289

Expenditures:

FINANCIAL STATEMENT

July 1, 1953 - June 30, 1954

Main Library

1. Salaries	
Staff salaries	$82,641.99
2. Books	
Books	18,548.22
Audio-visual material	507.16
Subtotal	19,055.38
Binding	1,875.52
Periodicals	1,678.90
Total	22,609.80
3. Building and Other Expense	
Repairs and maintenance	
Roof	4,186.76
Lighting	2,298.51
Ordinary repairs	1,019.23
Sundry repairs	1,387.46
Subtotal	8,891.96
Salaries - building staff	5,868.14
Printing	242.39

Office supplies	2,796.80
Insurance	1,340.00
Vehicle supplies	827.48
Furniture and equipment	2,174.66
Service contracts	829.08
Building supplies	497.59
Utilities	4,454.75
Travel	1,239.95
Memberships	55.00
Contingencies	110.90
Total for building and other expense	29,328.70
TOTAL FOR MAIN LIBRARY	134,580.49
Garnet Branch	$7,224.00
GRAND TOTAL	$141,804.49

APPROPRIATION, OPERATING BUDGET, FISCAL 1953/1954	$141,899.00
UNEXPENDED BALANCE	$94.51

SUPPLEMENTARY APPROPRIATION FOR NEW BOOKMOBILE	$10,500.00

SUMMARY

The Kanawha County Public Library has a rare and very valuable quality which tends to go unnoticed but which adds immeasurably to the pleasantness and effectiveness of each working day. It is a mutual confidence among the members of the board and among the members of the staff, both for the members of its own and the other group. The Librarian highly values the cooperation and loyalty which everyone continually displays toward the library.

The library's basic services and holdings are sound and standard. However, they need to be expanded, and extended to all county residents. In addition there are services, new to the average library but well established in the more complete ones, which we ought to institute here.

The chief problem requiring a solution is that of financing the library. During the coming year, the Library Board will undoubtedly be giving much thought

to the discovery of a method for obtaining adequate income for the library. The ultimate aim, of course, is to build a first class, modern county public library system which will truly be the information headquarters for Kanawha County.

Respectfully submitted,

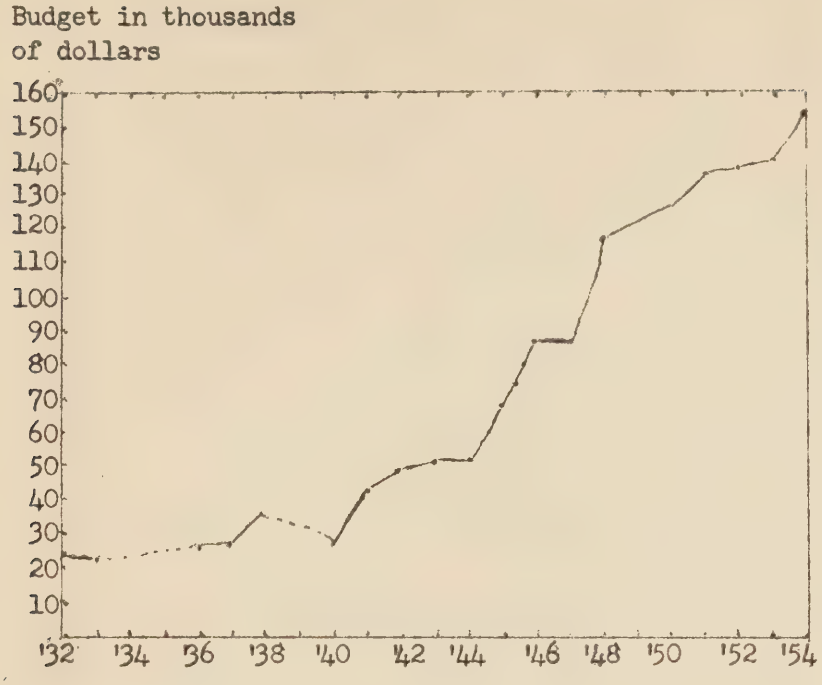
Mark Crum

Librarian

July 9, 1954

APPENDIX

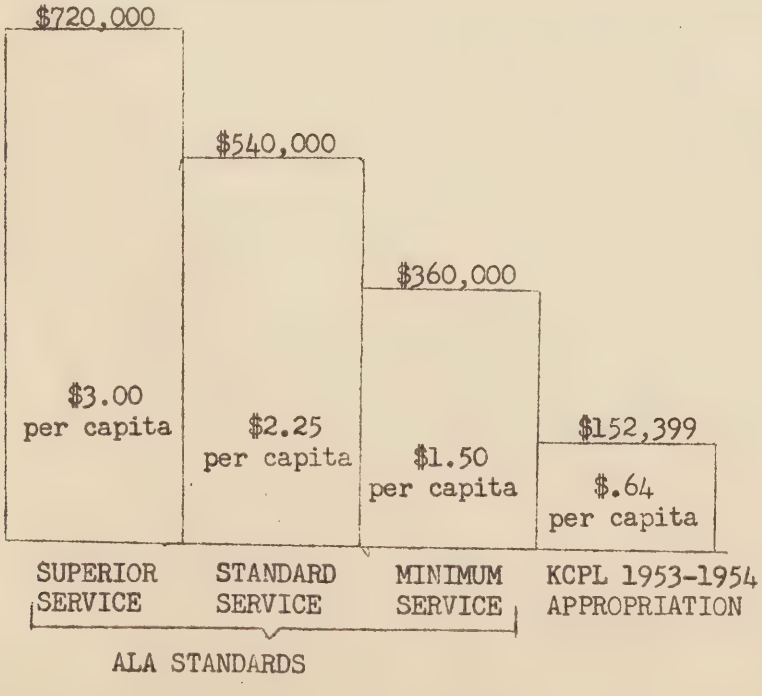
CHART I. Growth in Library Budget, 1932-1954.



$152,399 budget for 1953-1954

An increase of 548% in 22 years!

CHART II. Library budget compared to American Library Association Standards. 1953-1954.



$152,399 budget for 1953-1954

42% of ALA Standard for minimum service!

CHART III. Growth in Circulation, 1936-1954

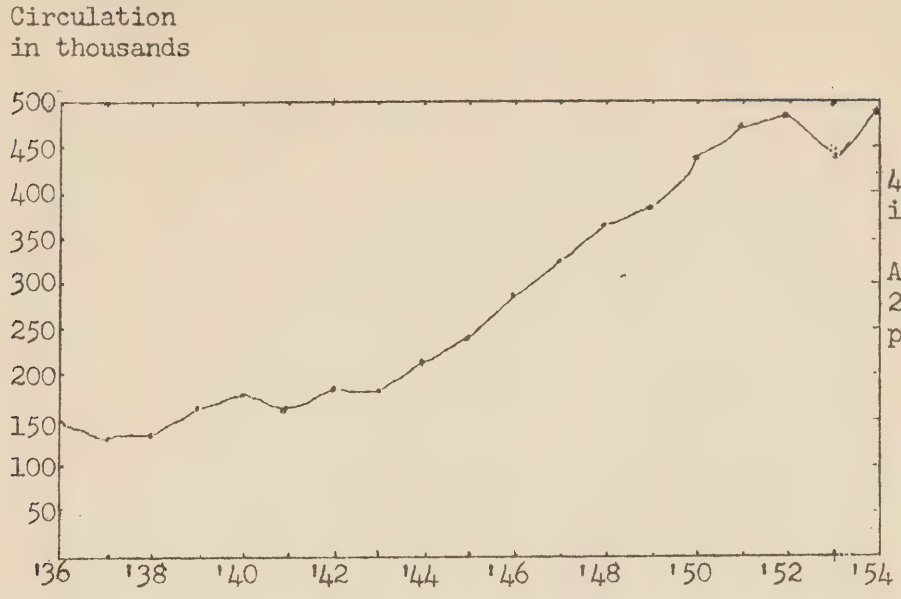
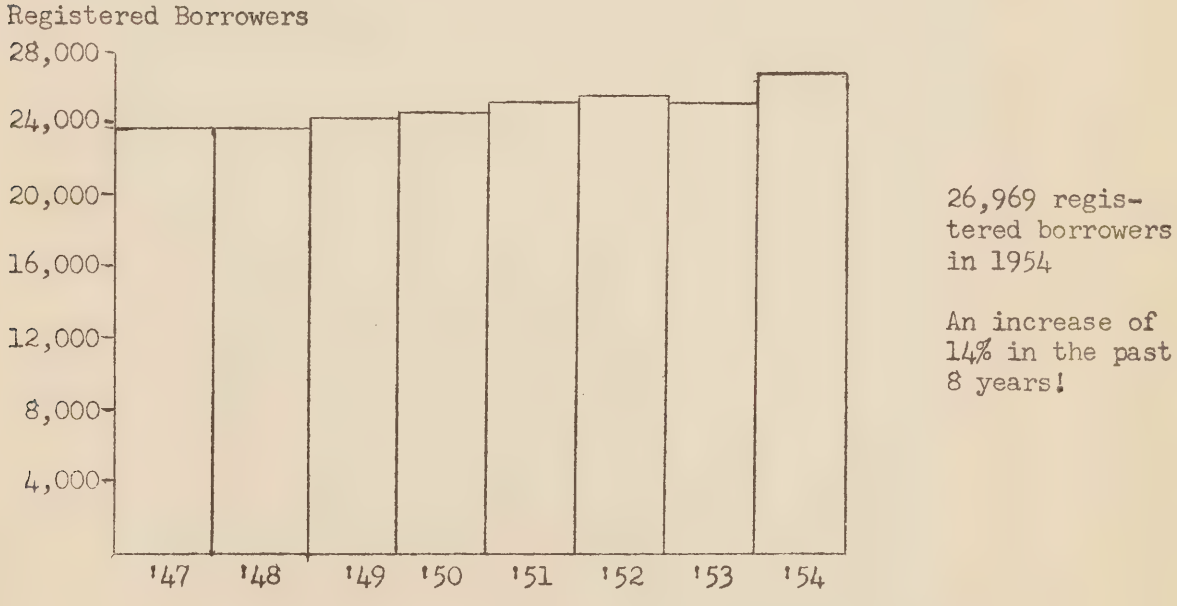
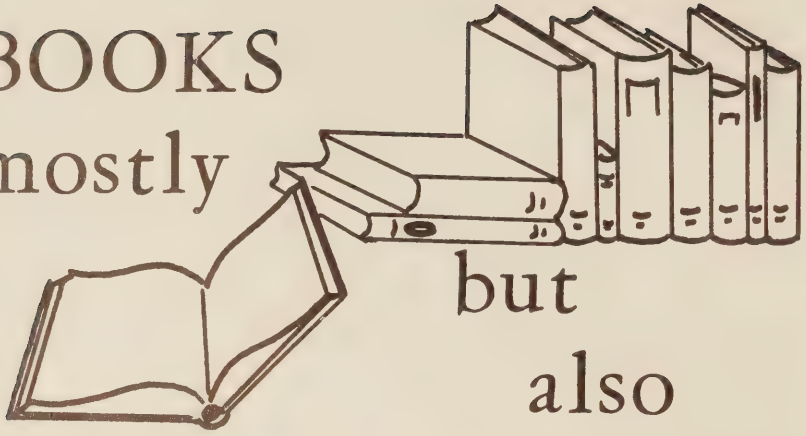


CHART IV. Growth in Library Users, 1947-1954.

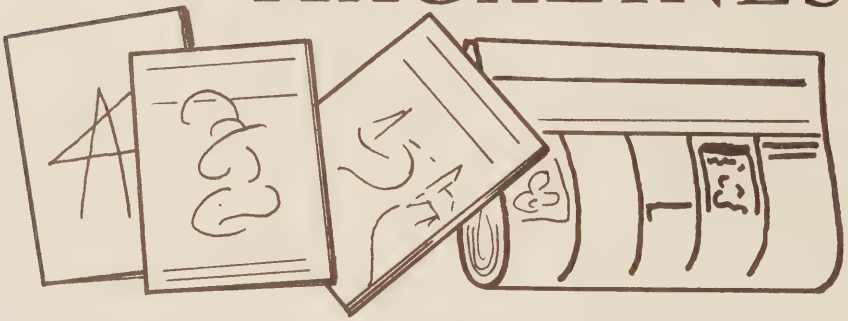


WHAT'S INSIDE?

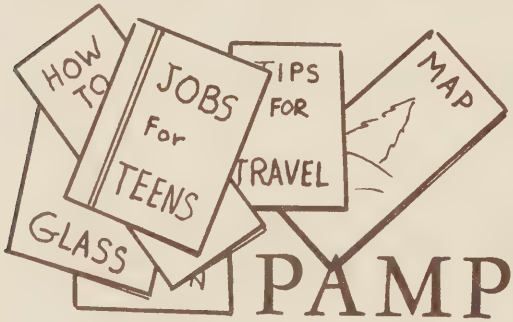
BOOKS
mostly



but
also
MAGAZINES



NEWSPAPERS



and
PAMPHLETS

WHAT'S INSIDE BOOKS ?

THE CHIEF INGREDIENT OF A BOOK IS-

THE AUTHOR

EACH WRITER PUTS INTO HIS OWN BOOK THE THINGS WHICH HE WANTS TO SHARE, AND WITH WHICH HE WANTS YOU TO ASSOCIATE HIM,

HIS EXPERIENCES...

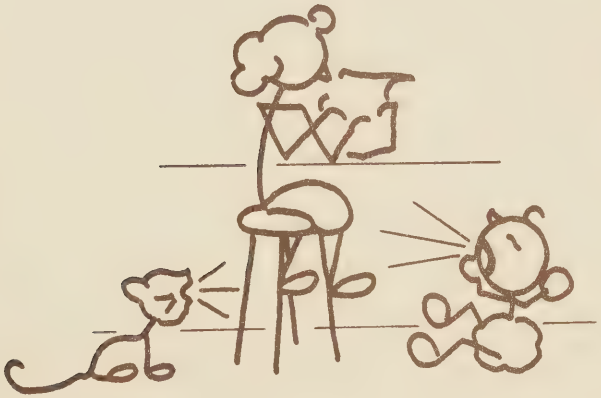
HIS IDEAS...

HIS KNOWLEDGE...

THE THINGS HE BELIEVES TO BE TRUE...

SOMETIMES, WHAT HE THINKS IS FUNNY.

WHAT'S INSIDE THE AUTHOR?

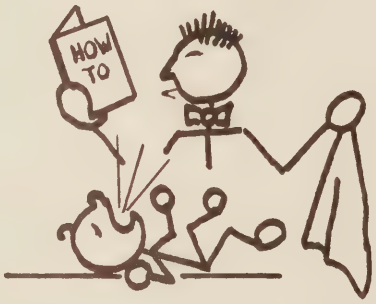


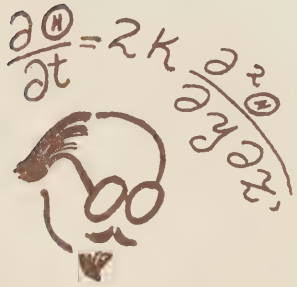
INSIDE THE AUTHOR IS A HUMAN BEING...

A MAN OR WOMAN MUCH LIKE YOU, WHO HAS EXPERIENCED THE SAME WANTS, THE SAME DESIRES, AND THE SAME DAILY PROBLEMS AS YOU ARE EXPERIENCING.

THE WRITER ALSO HAS SOME REASON FOR WANTING TO WRITE A BOOK, AND SOME REASON TO BELIEVE THAT IT WILL SELL AND BE READ.

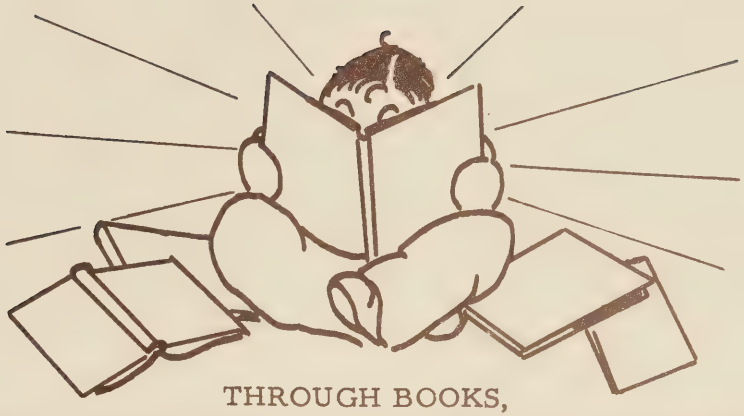
PERHAPS HE HAS LEARNED HOW TO DO SOMETHING MORE EASILY, OR IN A BETTER WAY...





PERHAPS HE UNDERSTANDS SOMETHING WHICH HE KNOWS TO BE PUZZLING TO OTHERS...

OR PERHAPS HE HAS THOUGHT OF A GOOD YARN TO TELL...



THROUGH BOOKS,
THE READER ASSOCIATES WITH MEN AND WOMEN
OF ALL TIMES AND PLACES-

MEN AND WOMEN
WHO HAVE LOOKED AT LIFE; AND WHO THINK
THEY HAVE AN ANSWER OR A REACTION TO IT
THAT WOULD BE HELPFUL OR
ENTERTAINING
TO OTHERS.

THE HELP AND ENJOYMENT, THE INSPIRATION AND SATISFACTION TO BE GAINED FROM BOOKS CAN BE DIRECTLY RELATED TO YOUR PERSONAL WANTS.

IF YOU YEARN FOR GREATER RECOGNITION IN YOUR WORK, AND FOR THE APPROVAL OF YOUR FRIENDS, BOOKS CAN SHOW YOU HOW TO WIN THEM.

IF YOU LONG TO BE CREATIVE, TO MAKE YOUR LIFE A RICHER ONE, BOOKS HAVE GOOD SUGGESTIONS TO MAKE.

SOME BOOKS ARE VALUED FOR THEIR BEAUTY...
OF WORDS (LITERATURE)
OF COLOR (PAINTING)
OF FORM (PHOTOGRAPHY).

THERE ARE BOOKS OF ADVENTURE,
BOTH PHYSICAL AND MENTAL.

HUMORISTS WRITE BOOKS-
AND SO DO CARTOONISTS-
WHICH ARE STRICTLY FOR FUN.

IF YOU WANT TO KNOW MORE ABOUT ANYTHING, BOOKS CERTAINLY CAN PROVIDE YOU WITH INFORMATION; AND THERE ARE "HOW-TO-DO-IT" BOOKS ON ALMOST EVERY SUBJECT IMAGINABLE.

YOUR PUBLIC LIBRARY MAKES THIS ASSOCIATION WITH AUTHORS POSSIBLE FOR EVERYONE.

BOOKS AND LIBRARY SERVICES ARE FREE.

ALSO, THE LIBRARY HAS IMPORTANT ADVANTAGES OVER OTHER SOURCES OF INFORMATION:

IN BOOKS, IDEAS AND FACTS ARE STORED UNTIL YOU ARE READY FOR THEM.

WHILE GETTING INFORMATION OR ENTERTAINMENT FROM BOOKS, YOU MAY PROGRESS AT YOUR OWN SPEED.

AUTHORS WRITE FOR ALL INTEREST LEVELS, FROM BEGINNER TO EXPERT.

LIBRARY BOOKS PRESENT ALL VIEWS OF CONTROVERSIAL TOPICS FOR YOUR CONSIDERATION. NO ONE TELLS YOU WHICH BOOKS AND AUTHORS YOU CAN OR CANNOT READ.

HAVE YOU EVER STOPPED TO REALIZE...

THAT IN THE LIBRARY YOU HAVE AT YOUR DISPOSAL MATERIALS COLLECTED OVER A PERIOD OF MANY YEARS BY LIBRARIANS WHO ANTICIPATED YOUR NEEDS? DAY BY DAY, TRAINED AND EXPERIENCED WORKERS ADD TO THE COLLECTION SO THAT, WHATEVER INFORMATION YOU NEED, WHENEVER YOU NEED IT, IT WILL BE THERE.

THAT YOUR PUBLIC LIBRARY NOT ONLY COLLECTS AND STORES THE BEST OF WHAT IS PUBLISHED, BUT ORGANIZES IT FOR YOUR USE? THE 150,000 VOLUMES IN THE LIBRARY ARE NOT ONLY PRESENT AND WELL ARRANGED, BUT INDEXED BY AUTHOR, TITLE, AND SUBJECT MATTER.

THAT THE LIBRARY STAFF WILL HELP YOU TO FIND WHAT YOU NEED OR WANT FROM THESE MATERIALS? THE SAME PEOPLE WHO ARE SELECTING AND HANDLING THE BOOKS ARE THERE TO HELP YOU FIND A PARTICULAR VOLUME OR A BIT OF INFORMATION CONTAINED IN A BOOK.

KANAWHA COUNTY PUBLIC LIBRARY
1953/1954 STATISTICS

Books loaned for home use

Fiction	370,191	Adult	140,661
Non-Fiction	126,643	Juvenile	356,173
	496,834		496,834

Persons registered as library borrowers 26,969

Volumes in the library collection 157,251

Expenditures July 1, 1953/June 30, 1954

Salaries	$88,510.13
Books	19,055.38
Binding	1,875.52
Periodicals	1,678.90
Repairs	8,891.96
Printing	242.39
Supplies	4,121.87
Insurance	1,340.00
Furniture and Equipment	2,174.66
Utilities and Services	5,283.83
Garnet Branch	7,224.00
Miscellaneous	1,405.85
	$141,804.49

Communities served directly by

KANAWHA COUNTY PUBLIC LIBRARY

and associate libraries

PERMANENT LOCATIONS

CHARLESTON	LEE & HALE STREETS
	LEWIS & DICKINSON STREETS
SAINT ALBANS	612 4th STREET
SOUTH CHARLESTON	133 3rd AVENUE

BOOKMOBILE STOPS

BELLE	DUNBAR	MONTGOMERY
BIG TYLER	EAST BANK	NITRO
BROWN'S CRK.	GALLAGHER	PRATT
BURNWELL	GLASGOW	RAND
CEDAR GROVE	HANDLEY	RUTH
CHELYAN	HUGHESTON	ST. ALBANS
CHESAPEAKE	KAYFORD	SHARON
CLENDENIN	LITTLE TYLER	SO. CHARLESTON
COOPER'S CRK.	LONDON	SOUTH PARK
CROSS LANES	MALDEN	STANDARD
DAWES	MARMET	TAD

1953-1954 ANNUAL REPORT

KANAWHA COUNTY PUBLIC LIBRARY
LEE & HALE STREETS CHARLESTON, W. VA.

Sketches by M. Kramer

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